Dear\_\_\_\_\_\_\_\_\_\_\_\_\_,

With the ongoing COVID crisis, we realize that your school will be faced with many challenges over the coming new academic year with many students transitioning to online learning. Our non – denominational spiritual service organization is ready to help by providing a team of qualified volunteers to assist students that may benefit from math, science, and language arts enrichment along with homework help when at home, *free of cost*. They can connect online and assist children from grades 3,4 and 5 that have been identified by your teachers as requiring help with homework and mastering of learning competencies.

Our volunteers have received training which includes completing clearance requirements, including abiding by The National Tutoring Association Tutor Code of Ethics.

Under the direction of the child’s teacher, the volunteers will use your recommended online platform, schedule mutually agreed upon times, adhere to required record keeping and provide relevant feedback as directed.

We look forward to the opportunity to serve the children in our community and look forward to meeting you to answer any questions.

Sincerely,

(Name)

(Officer Role)

(Sathya Sai Baba Center of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)