

February 20, 2001

Name Of Teacher Alternate
Street address
City, State, zipcode

Dear Teacher name,

It is a great pleasure to offer you the opportunity to become an alternate team member on the insert team name team at Insert Agency Name. There were insert number applicants for the insert number of slots teacher member slots, so choosing from among the many qualified applicants was a very interesting yet time consuming process.

As an alternate member, you would be asked to take the place of an active teacher if that person could not continue to work on the team. We would also like to give you a role in producing our on-line learning module. If you agree, you would be responsible for reviewing lessons being created by an active member, testing them in your classroom, and giving the author feedback about the lesson's content, procedure, and assessment.

I have enclosed two documents that are required if you agree to become an alternate on insert team name team. The *Statement of Work for Alternate Teacher Members* describes in detail the work we would like the alternate team members to perform. The *Agreement for Alternate Teacher Members* is a form you need to sign if you agree to the *Statement of Work*. If you decide to accept the invitation to be an alternate, please sign and return the agreement as soon as possible.

If you have any questions about these documents or about what the team will be doing, please don't hesitate to contact me. My e-mail address is insert e-mail address or alternatively, you may call me at 000-000-0000.

We are looking forward to working with you!

Sincerely,

Insert Team Leader's Name
Team Leader
Insert Name Of Agency