

Sample Letter to Admin

[If your school requires you to submit information to incorporate video games in the classroom, this letter could be used.]

Date

School Official

School Name

Street address

City, State Zip

Dear _____,

In order to remain a competitive option for student education and provide innovative learning solutions, this letter requests/proposes to incorporate video games in our classroom as a supplement to the standard curriculum. By harnessing video games as an educational resource, we allow students to interact with different types of media that enhance learning and encourage fun environments.

Several studies have shown that [citation]

...

...

...

Specifically, I/we intend to use the following games (for example):

- A. SPORE
- B. Portal 2
- C. Grand Theft Auto V

A, SPORE, is a video game that.....

It will be used to.....

B, Portal 2, is a video game that....

It will be used to....

C, GTAV, is a video game that....

It will be used to....

Please feel free to contact me/us should you have any further questions during the approval process. Thank you for your consideration.

Sincerely,

Name

Title