

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[IXL Learning]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request access to IXL for [specific purpose, e.g., my classroom, professional development, personal use].

[Briefly explain why you are interested in IXL and how it will benefit you or your students.]

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your School/Organization, if applicable]