

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the IXL tutoring sessions that [Student's Name] will be participating in.

[Briefly outline the purpose of the tutoring, specific goals, and any relevant information about the sessions.]

We believe that these sessions will greatly benefit [Student's Name] by [mention the expected outcomes].

Please feel free to reach out if you have any questions or need further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title or Relationship to Student (if applicable)]