

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[School/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request access to IXL, an educational resource that enhances student learning through personalized practice in various subjects.

[Briefly explain the purpose of your request, such as specific educational goals or projects you want to undertake with IXL.]

I believe that IXL can provide valuable support to our students by [mention specific benefits relevant to your student population].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]