

[Your School's Letterhead]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

Subject: Implementation of Xtramath Program

We are excited to announce the implementation of the Xtramath program at [School Name] for the upcoming academic year. Xtramath is a valuable online tool that helps students improve their math fact fluency in addition, subtraction, multiplication, and division.

****Program Overview:****

Xtramath provides a structured approach to mastering basic math facts, allowing students to build confidence and develop speed in their calculations. The program is designed for students in grades [insert grades], and it can be seamlessly integrated into our current curriculum.

****Implementation Plan:****

1. ****Teacher Training:**** We will conduct training sessions for all teachers on how to effectively use Xtramath in the classroom.
2. ****Parent Involvement:**** A letter will be sent home to parents explaining the program and encouraging them to support their child's practice at home.
3. ****Monitoring Progress:**** Teachers will monitor student progress through the Xtramath platform and provide feedback to students and parents.

****Benefits:****

- Enhances student engagement in mathematics
- Provides real-time progress tracking
- Supports diverse learning needs

We believe Xtramath will be a tremendous asset to our math program.

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

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[School Name]