



Sample Letter for a School Official

Date

Name

Address

Address

Dear:

I would like to introduce myself as a representative of the American Contract Bridge League (ACBL) and make you aware of an outstanding, fully-funded program to teach bridge in schools.

Founded in 1937, the ACBL is a not-for-profit membership organization charged with promoting the great game of bridge and administering bridge tournaments and bridge clubs in North America.

The ACBL's School Bridge Lesson Series program has made bridge lessons available to students since 1989. More than 5,000 students annually benefit from the program. Bridge has been well received, particularly by teachers who recognize the value of the game for developing thinking, math and social skills as well as improving memory and concentration. Many students later have graduated into the ACBL's Junior Program, which offers opportunities for camps, travel and scholarships.

Paragraphs below are provided as samples for how you may wish to introduce yourselves. If you are an ACBL Accredited Teacher, an American Bridge Teachers Association Master Teacher, or an Accredited Easybridge! Presenter, you will want to make sure you give the school your credentials.

The School Bridge Lesson Series uses lesson plans created by world-champion player, Kitty Cooper, which are available for review at the ACBL web site (<http://www.acbl.org/teachers/schoolBridge.html>). These lesson plans incorporate the *Pre-Club Teacher Manual* written by renowned Canadian Educator Audrey Grant. As students advance, the ACBL provides free textbooks including *Bidding in the 21st Century*. I am accredited by the ACBL to teach this series of

courses, having attended a 10-hour seminar and passed a written exam.

OR

My courses will use the Easybridge! method developed by educator Edith McMullin. Ms. McMullin has brought a sense of fun to the learning process where the students come to know the game by participating in a series of playing experiences. As an Easybridge! presenter, I have attended an eight-hour seminar and passed a written exam.

I have included additional information about bridge in this letter and hope you find a moment to review this material. I will appreciate the opportunity to visit with you to discuss organizing a bridge class in your school and will call you for an interview shortly. In the meantime, if you have any questions, please contact me.

Sincerely,

Your Name
address
phone
e-mail address