[Your School Name]

[School Address]

[Today’s Date]

Dear [Name],

I am writing to ask for approval to purchase a subscription to DIGILANGUA, a world language reader learning management system (LMS). This expansive and engaging online library of World Language readers is exactly what I need for my students, as they can access the content in my classroom and from home. The students and I have already had an opportunity to try it for a few days, and the results were overwhelmingly positive for all of us.

Digilangua provides an incredible opportunity for our students to use the technology the school provides, plus the added benefit of offering a way for students to access the readers offline via an app. The readers included in this program are properly leveled for students’ language ability yet challenging enough to allow for growth within the language. The readers are compelling and offer a wide variety of choices from which I can assign, or students can choose. No personal student data is required, and the site is Ed 2-D, COPPA, and FERPA compliant, so I know students’ information is safe. In addition to offering the readers, each book is accompanied by native-speaker audio and the ability for readers to annotate and highlight the text. The best part though is that the site was conceived and created by two world language teachers. They know what the needs of teachers are and provide it on this platform. Additionally, Digilangua will offer support whenever I need it. At any point all I have to do is call them, and they’re right there to help me. They offer group training, one-on-one training, and professional development workshops that I can take online on my own time.

**I can get [years] for a total price of [$XXXX]**

**This one account will include access for all my students!**

The benefits of reading are endless. Reading exposes students to more sentences, grammar, and new vocabulary per minute than the average class, and the digital books are great in class, as homework, and for remote learners. Furthermore, providing opportunities for students to read will help them foster a love of reading and help form a lifelong habit. Help me keep my students’ interest and excitement about learning a new language by offering them an entire library of books at their fingertips. It saves us a lot of money in the long run, especially if we’re considering the cost of the average reader, and it’s going to save me a tremendous amount of time and prep work.

Thank you for considering this request. I look forward to your reply.

Regards,