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# Offering Services On-Site at Preschools/Daycare Centers

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|  |  |
| --- | --- |
| YOUR PRACTICE NAME |  |



**Your Name**123 Your Street

Your City, ST 12345

(123) 456-7890

[name@example.com](mailto:name@example.com)

MM DD, 20XX

Dear **[Director’s name]**:

My name is **[your name]** and I am the owner of **[your practice name]**, a speech-language pathology practice that serves **[preschool age children with speech and language delays and disorders]**.

**[Include a brief bio, share years of experience, specialties, any relevant certifications and licenses, and populations of clients]**. I’m dedicated to providing developmentally appropriate services to children and have found that sessions conducted within a child’s school environment increase opportunities for skill development, practice with peers, are convenient for parents, and promote collaboration with teachers. In addition to individual and group sessions, I also **[add specific services you offer and specify the intended outcome of them.]**

I welcome the opportunity to connect with you to learn more about your program and how I could be a resource to your teachers, students, and families. I understand you must be busy, but please feel free to give me a call or send me an email to let me know what days and times work best for us to connect and discuss any opportunities.

Sincerely,

**[Your Name]  
[Your Practice’s Name]**

Offering Speech and Language Screenings to Preschools/Daycares  
From SimplePractice | [www.simplepractice.com](https://www.simplepractice.com?&utm_source=calculator&utm_medium=email&utm_campaign=content-letter-templates)

|  |  |
| --- | --- |
| YOUR PRACTICE NAME |  |



**Your Name**123 Your Street

Your City, ST 12345

(123) 456-7890

[name@example.com](mailto:name@example.com)

MM DD, 20XX

Dear **[Director’s name]**:

My name is **[your name]** and I’m the owner of **[your practice name]**, a speech-language pathology practice that serves **[your client base/specialty/niche]**.

**[Include a brief bio, share years of experience, specialties, any relevant certifications and licenses, and populations of clients]**

I offer **[free/low cost]** speech and language screenings at [preschools and daycares in your area. Speech and language screenings are a quick and effective way to identify children who are at-risk for difficulty managing the language demands of the classroom, as well as those who may be struggling with speech sounds and intelligibility. If you think this is a service you’d like to offer at your **[school/setting]**, I’d be happy to discuss coordination and scheduling with you.

I understand you must be busy, but please feel free to give me a call or send me an email to let me know what days and times work best for us to connect.

Sincerely,  
**[Your Name]  
[Your Practice’s Name]**

Offering In-Services to Preschools/Daycare Centers

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|  |  |
| --- | --- |
| YOUR PRACTICE NAME |  |



**Your Name**123 Your Street

Your City, ST 12345

(123) 456-7890

[name@example.com](mailto:name@example.com)

MM DD, 20XX

Dear **[Director’s name]**:

My name is **[your name]** and I’m the owner of **[your practice name]**, a speech language pathology practice that serves **[your client base/specialty/niche]**.

[**Include a brief bio, share years of experience, specialties, any relevant certifications and licenses, and populations of clients]**. In addition to my work with children and their families, I provide education and coaching to preschool educators. If you and your team are interested in professional development opportunities, below is a list of some topics I can share with you and your team during an in-service:

**[Insert a list of specific areas you could offer expertise, including conditions you treat or treatment methods you use.]**

I understand you must be busy, but please feel free to give me a call or send me an email to let me know what days and times work best for us to connect.

Sincerely,

[Your Name]  
[Your Practice’s Name]

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# Reaching Out to Private Elementary Schools

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|  |  |
| --- | --- |
| YOUR PRACTICE NAME |  |



**Your Name**123 Your Street

Your City, ST 12345

(123) 456-7890

[name@example.com](mailto:name@example.com)

MM DD, 20XX

Dear **[Principal/Head of School/Learning Specialist]**,

My name is **[your name]** and I’m the owner of **[your practice name]**, a speech-language pathology practice that serves elementary school age children with speech and language disorders.

**[Include a brief bio, share years of experience, specialties, any relevant certifications and licenses, and populations of clients]**. I’m dedicated to providing developmentally appropriate services to children and have found that sessions conducted within a child’s school environment are not only convenient for parents, but also increase opportunities for skill development, practice with peers, and promote collaboration with teachers.

I welcome the opportunity to connect with you to learn more about your program and how I could be a resource to your teachers, students, and families. I understand you must be busy, but please feel free to give me a call or send me an email to let me know what days and times work best for us to connect.

Sincerely,

**[Your Name]  
[Your Practice’s Name]**