Addressed to the principal and cc the student

Subject line – University of Limerick tutor visit to [name of student]

Dear Principal,

Thank you for facilitating our ***University of Limerick*** student teacher on placement at your school. As one of the assigned School Placement tutors for this placement I will be making **[one/two]** visits to the student to provide feedback on their practice and assess their progress.

I plan to make my first/second visit to see **[name of student in block capitals]** the week beginning **[again in block capitals]**

If you would like to meet me during this visit or would like to discuss any related School Placement issue my contact details are included below.

Looking forward to meeting with you in the near future,

Kind regards,

**[Name and contact details]**

