

To <name>,

We are very pleased to announce the introduction of [Xello](#), a new online college and career readiness program. Xello will be used in your <insert grades> classrooms.

Here's why we're bringing Xello to our district:

- <advantage 1>
- <advantage 2>
- <advantage 3>

Key features of Xello include:

- <key feature 1>
- <key feature 2>
- <key feature 3>

Please note: Xello will officially be implemented on <insert date>.

While we are working diligently with Xello to ensure a smooth transition, we appreciate that this is a large undertaking and that there may be some challenges while we adapt to the change. Rest assured we will provide everybody with the necessary support and resource materials to begin using Xello.

Further details and links to important resources will be provided to you leading up to the launch date on <insert date>.

Should you have any questions or concerns, we are here to help!

Thank you.

Sincerely,

<insert signature>