

# Letter of Availability for Substitute Teaching Assignments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to express my availability for substitute teaching positions within your esteemed institution. I am a dedicated educator with a passion for fostering a positive learning environment.

My availability is as follows:

- Monday to Friday: [Insert Available Hours]
- Special Availability for [Insert Any Specific Days/Events]

I hold a [Insert Your Degree or Certification] and have experience in [Insert Relevant Subjects or Grades]. I am committed to supporting students' educational needs and maintaining the high standards of your school.

I would appreciate the opportunity to be added to your list of substitute teachers. Thank you for considering my application. I look forward to the possibility of contributing to your school community.

Sincerely,

[Your Name]