

Substitute Teaching Email

Hello [Coordinator's Name],

I hope this message finds you well. I wanted to reach out to let you know I am available to cover any substitute teaching opportunities at [School Name] over the next few weeks.

I have experience teaching [Subjects/Grades], and I am comfortable adapting to different classroom environments quickly. Please let me know if there are openings where I can assist.

Thank you,

[Your Name]

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