[Date]

[Your Name]

[Your Address]

[Supervisor’s Name]

[Address]

Dear [Supervisor’s Name],

I am writing to request approval to attend the **12th Annual** **Building Expertise National** **Educators’** **Conference**, **June 21-23, 2023**. The conference will be onsite at Disney’s Coronado Springs Resort. The event is hosted by **Instructional Empowerment (the same team you knew as LSI)**, and features evidence-based research and techniques proven to strengthen core instruction and leadership practices.

Session topics include building agency through student-led teaming, Marzano observation and evaluation, accelerating core instruction, rigorous core instruction and leadership. A wide range of industry thought leaders, researchers, and speakers will be presenting, including **Zaretta Hammond**, **Dr. Robert Marzano**, and **Michael Toth**.

The conference is focused on K-12 schools and is for teachers, coaches, PLC leaders, administrators, and superintendents. This year’s theme is “Empowering All to Reach New Heights.”

Conference registration includes:

* Access to engaging, interactive breakout sessions on timely topics led by experts in the field
* Acclaimed keynote speakers including Zaretta Hammond, Robert Marzano and Michael Toth
* Collaboration and networking opportunities with inspiring educators and leaders from across the U.S. and abroad
* Incredible perks including catered welcome reception, Rejuvenation Room, delectable buffets, and so much more
* Certificate of participation for PD credit

Conference tickets cost just $949 apiece and hotel accommodations are available at the special price of $209. per night.

I feel this is an excellent opportunity to learn valuable techniques and better prepare to refresh and succeed in the coming school year. I am excited about the opportunity to be part of such an event.

I appreciate your support and thank you for considering my request.

Sincerely,   
[Your name]