

[Date]

[Your Name]
[Your Address]

[Supervisor's Name]
[Address]

Dear [Supervisor's Name],

I am writing to request approval to attend the **15th Annual Building Expertise National Educators' Conference, June 24-26, 2026**. The conference will take place at Rosen Centre on International Drive, Orlando. The event is hosted by Instructional Empowerment, 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, student-centered instructional strategies, rigorous core instruction for all learners, and agile leadership. A wide range of industry thought leaders, researchers, and speakers will be presenting, including Dr. Robert Marzano and Michael Toth.

The conference is focused on K-12 schools and is for teachers, coaches, PLC leaders, administrators, and superintendents.

Conference registration includes:

- Access to engaging, interactive breakout sessions on timely topics led by experts in the field
- Acclaimed keynote speakers including Robert Marzano and Michael Toth
- Collaboration and networking opportunities with inspiring educators and leaders from across the U.S. and abroad
- Breakfast each morning of the conference and lunch on two of the three conference days
- Certificate of participation for PD credit
- Access to on-demand recordings of select sessions up to three (3) months after conference

Conference tickets cost just \$1299 a piece (\$1149 if purchased by 2/1/26) and hotel accommodations are available at the conference rate of \$219. per night plus tax.

I feel this is an excellent opportunity to learn valuable techniques that will better prepare me to 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]