

Name:

Date:

Position:

School/Institution Name:

Leader's Name:

Leader's Position:

School/Institution Name:

Dear _____,

I hope this message finds you well. My name is _____, and I am _____ at _____. I am excited to share an incredible opportunity with you and am writing to request your sponsorship and approval to attend the upcoming Model Schools Conference, which will be held from June 22–25 in Washington, DC.

The HMH Literacy Strand, hosted by HMH's Teacher's Corner Community, offers a variety of sessions conducted by program experts and teachers currently using _____. This conference is an exceptional opportunity for professional growth, allowing me to enhance my teaching techniques and gain valuable insights that can be implemented in our school. I am eager to return with new knowledge and strategies to positively impact our students and staff.

The total cost for attending the conference, including registration, travel, and accommodation, is approximately _____. I believe this investment will yield significant returns in terms of the knowledge and skills I will gain, which can be shared through professional development sessions and collaborative planning within our school. This aligns with our mission of providing high-quality education and fostering continuous improvement.

I am confident that attending the Model Schools Conference will contribute positively to our school's mission. I would be grateful for your support and approval to attend.

Thank you for considering my request.

Warm regards,