



SDE, Inc. | Fostering Joyful Learning Since 1974

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Dear [Colleague/Supervisor],

I am writing to request your support and approval to attend SDE's Virtual 2020 National Conference that is scheduled this summer on August 3 & 4, 2020. This virtual conference brings educators from across the globe together to explore the leading trends in our profession and enhance their knowledge, thought process, strategies and classroom impact.

SDE's Virtual 2020 National Conference provides attendees access to education experts sharing their research, practical strategies, and inspiration. This virtual conference is channeled into 5 grade- and topic-focused strands. I am most interested in attending the [strand name] strand, as I feel it will directly support and enhance both my short- and long- term goals with our school's students. Another great thing about this conference, is that the sessions include live, interactive, and high-impact PD without the hassle of traveling.

The reach of this conference extends far past the 1 day (per strand) of attendance through the opportunity to engage in meaningful conversations that I can continue well past the conference. **By attending the conference, I will also gain yearlong access to valuable lesson materials and handouts that I can share with my fellow teachers and school.**

The total cost for the conference is [\$xx].

I am confident that attending this conference will complement our school's objectives and strengthen my professional learning. I am looking forward to returning to school re-energized with new strategies for teaching our students and ready to share new ways to foster joyful learning!

Many thanks for your support and consideration,

[Your Name]

[Job Title]