

Dear (NAME):

ASCD's Annual Conference has long been recognized as one of the most important, influential, and inspiring educator conferences to take place each year. 2023 will be no different. I see ASCD's 2023 Annual Conference as the perfect opportunity to **invest in myself by focusing on my professional growth**. I plan to reinvigorate myself by making new connections to help expand my perspective and bring fresh thinking to help shape what's next for teaching and learning.

And it isn't just about me. This is an opportunity for me to **gain powerful new approaches that I can bring back to our [school/district] to help our team solve our most pressing challenges**. You can be confident that the knowledge I gain and the new ideas and insights that inspire me will, in turn, benefit our entire school. Here are some specific areas in the planned program that are of high interest to me:

- Trauma-informed practices
- Strengthening relationships and social and emotional learning
- Promoting equity and inclusivity
- Minimizing stress and promoting whole child wellness

The conference will take place March 31–April 3, 2023, in Denver, CO.

The total investment for me to participate will be approximately (\$XXX). The cost breakdown is:

- Registration:
- Transportation
- Hotel accommodations:
- Meals and incidentals:

I would love the chance to discuss this request and answer any questions you may have. I am confident attending ASCD's Annual Conference would be an impactful opportunity for our school and my career.

(SIGNATURE)