[Date]

[Your Name]

[Your Address]

[Supervisor’s Name]

[Address]

Dear [Supervisor’s Name],

(I/My team and I) would like to attend an event presented by **Solution Tree**, the leading provider of educational strategies that improve staff and student performance. For more than 20 years, **Solution Tree** events have given K–12 teachers and administrators practical tools and immediate strategies for sustainable, high-powered learning. All **Solution Tree** events—from summits and institutes to workshops and webinars—feature insights from top experts committed to carving improved paths to learning.

Under the seasoned guidance of these educational trailblazers, (I/my team and I) will receive a dynamic professional development experience to share with colleagues back home. In addition, (I/we)’ll also have the opportunity to expand (my/our) professional network through collaboration. **Solution Tree** event attendees agree that there’s nothing quite like the renewed energy, commitment, and shared knowledge created, and (I/my team and I) (am/are) excited to participate.

(I/We) believe this event will allow (me/us) to expand (my/our) expertise and understanding of the most current research focused on improving the educational landscape for all stakeholders. Please consider prioritizing the funding for this professional development experience. (I/We) have also attached a detailed cost breakdown for the event, including registration fees, travel expenses, and estimated daily expenses, for your review.

(I/We) appreciate your support of continuous improvement for our (school/district) and thank you in advance for your thoughtful consideration.

Sincerely,

[Your name]