[Date]

Dear [school administrator],

I’m writing to ask for approval to attend the 2018 Annual International Dyslexia Association Reading, Literacy & Learning Conference, taking place October 24-27, 2018. This conference, dedicated to dyslexia and related-learning challenges and serves as an unparalleled opportunity for professional development. With three and a half days encompassing learning and networking, including best practices, hands-on training, and an interactive environment where I can learn about the latest research and practical applications, I believe the chance to attend would help me grow as an educator, while helping our [school/district/community/other] grow at-large.

The 2018 IDA Conference focuses on transforming lives through literacy and would be a metamorphic opportunity for me as an educator, and for our [school/district/community/other], for the reasons below:

1.    **An IDA conference is an incomparable professional learning experience.**

I will have the opportunity to build my own professional learning at the IDA Conference, with more than 100 sessions to choose from, including a full day of pre-conference symposia—four half-day and two full-day sessions, each diving into issues surrounding dyslexia and related-learning disabilities students are facing. Many of these sessions focus on [insert specifics] and are extremely relevant to the challenges our [school/district/other] is currently facing.

2.    **I’ll be exposed to cutting-edge research, delivered by the most distinct visionaries in the world of learning disabilities today, and network with colleagues from around the world.**

The conference sessions feature renowned literacy leaders, educational experts, and award-winning children’s literature authors, and their knowledge and inspiration will help me achieve the goals set by our [school/district/other]. With attendance, I will gain fresh tools in *[Give some specific program information and the goals they will help you achieve.]*

3.   **The knowledge I will gain will benefit our [school/district/other].**

At the 2018 Reading, Literacy & Learning Conference, I will gain continuing education clock hours in addition to valuable inspiration and useful resources from speakers, exhibitors, and other educators. I will share this information with the staff of our [school/district/other] to help others revitalize and reinvigorate their teaching practice for the better, so that we as a [school/district/other] are able to improve our overall performance. There is no doubt that, if given the opportunity, lessons learned at the IDA conference will help positively transform the lives of children within our [school/district/community/other].

For your convenience, I have attached a detailed cost overview on the following page. Please consider this worthwhile investment that will offer returns for years to come, and please feel free to visit the conference website ([www.dyslexiaida.org/conference/](http://www.dyslexiaida.org/conference/)) for more information.

Many thanks in advance for your consideration.

Sincerely,

[Name]