[Date]

Dear [school administrator],

I’m writing to ask for approval to attend the 2017 Annual International Dyslexia Association Reading, Literacy & Learning Conference, the premier professional development conference dedicated to dyslexia and related-learning disabilities. The event takes place November 8-11, 2017 in Atlanta, Georgia and will include three and a half days of learning and networking, including best practices, hands-on training, and an interactive environment where I can learn about the latest research and practical applications.

The conference focuses on transforming lives through literacy, and I hope you will agree that attending the 2017 IDA Conference would be a transformational opportunity for me as an educator, and for our [school/district/other], for the reasons below:

1.    **An IDA conference is an unparalleled 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 learn from the best and brightest 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]. *[Give some specific program information and the goals they will help you achieve.]* I’ll have the opportunity to connect with fellow educators and learn new teaching methods in play at other [schools/districts/other].

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

At the 2017 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 transform their teaching practice for the better, so that we as a [school/district/other] are able to improve our overall performance.

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]