[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 Education Canada, the leading provider of educational strategies that improve staff and student performance. For more than 20 years, Solution Tree Education Canada events have given K–12 teachers and administrators practical tools and immediate strategies for sustainable, high-powered learning. All Solution Tree Education Canada 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 Education Canada 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]