**[Date]**

Subject: Request to attend The Reading League Conference

Dear **[Supervisor’s Name]**,

**[I/My team and I]** would like to attend the [7th Annual Conference of The Reading League](https://www.thereadingleague.org/conference/), an internationally recognized, leading science of reading organization. The dates of this year’s conference are October 2-4, 2023. Each year, The Reading League’s conference features leading reading scientists, professional development speakers, and educators who have deep knowledge of the reading science. Dozens of sessions and world-class keynotes provide K–12 educators and administrators with practical knowledge and effective strategies for sustainable, high-powered learning. More information can be found at [thereadingleague.org/conference](http://thereadingleague.org/conference).

The Reading League’s mission is to advance the awareness, understanding, and use of evidence-aligned reading instruction. Therefore, all Reading League events, including its annual conference, Online Academy Knowledge Blocks, annual summit, and virtual lecture series, provide educators with the professional knowledge needed to improve instruction and student achievement. Increased knowledge impacts beliefs about approaches used in a classroom, which impacts practices. Improved practices based on evidence from decades of scientific research on approaches that provide the best outcomes for the majority of students will allow **[me/my team and I]** to best instruct our students.

**[I/my team and I]** will participate in a superior professional development experience, allowing us to bring back what we have learned to our staff. The Reading League’s conferences sell out regularly and the feedback from those who have attended in the past and seen widely shared on social media speaks for itself. [I/We] will return energized and empowered to provide the kind of instruction our students deserve.

**[I/We]** respectfully ask that you consider prioritizing the funding for this professional development experience. Attached is a breakdown of costs associated with attending the event, including registration fees, travel expenses, and projected daily expenses.

Thank you for your commitment to our continuous professional learning at **[school/district]**.

Sincerely,

**[Your name]**