

**Copy and paste the information below, and share it with your supervisor.**

The Reading League Summit 2025

Dear <Insert Supervisor's Name>,

I am writing to request approval to attend [The Reading League's Summit 2025](#) at the Hyatt Regency McCormick Place in Chicago from April 22-23, 2025. Unlike a typical conference, this is a collaborative forum where literacy experts and educators address misconceptions to clarify evidence-based practices. As an educator deeply committed to evidence-aligned reading instruction, this one-of-a-kind event presents invaluable opportunities for professional growth and development.

Attending the Summit will provide me with:

- **Engaging Discussions:** By participating in interactive Q&A sessions and table conversations after each panel discussion, I will gain clarity on debated literacy topics.
- **Expert-Led Panels:** Scientists and researchers meet multiple times during the months leading up to the Summit to seek agreement about research findings and identify unresolved areas that require further research. I will gain critical knowledge as they share their conclusions and expertise.
- **Unmatched Networking:** I'll build meaningful connections with peers, researchers, and practitioners throughout the day.
- **Clarity Through Evidence:** I will leave with clarity, equipped to counter misconceptions when engaging with fellow educators.
- **Deeper Understanding:** I will gain insights into evidence-aligned reading instruction strategies, fostering a comprehensive understanding of the science of reading and its implications for teaching and learning.

Attending The Reading League Summit will not only benefit my professional development but also positively impact our school community. I am committed to sharing gained knowledge and insights with colleagues, actively contributing to our collective efforts to improve literacy instruction and student achievement.

Thank you for considering my request.

Sincerely,

<Insert Name>