

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

The 9th Annual Conference of The Reading League

Dear <Insert Supervisor's Name>,

I am writing to request approval to attend the [9th Annual Conference of The Reading League](#) at the Hilton Chicago from October 8–10, 2025. As an educator deeply committed to evidence-aligned reading instruction, this premier event presents invaluable opportunities for professional growth and development.

Attending the conference will provide me with:

- **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.
- **Learning From Top Experts:** 60+ sessions led by renowned educators, researchers, and authors will offer best practices and proven approaches to teaching reading, ensuring that I learn from the best in the field. This year's keynote speakers include Hilderbrand Pelzer III and David Share.
- **Networking Opportunities:** Connecting with like-minded professionals from around the globe will foster collaboration, idea-sharing, and ongoing support, enhancing my effectiveness as an educator.
- **Professional Growth:** Participation will provide me with a certificate for continuing education hours towards my professional growth goals and directly benefit our students by enhancing my ability to deliver high-quality reading instruction grounded in research.
- **Contributing to School Improvement:** Bringing back the latest research-based strategies will enable me to make meaningful contributions to our school's literacy initiatives, supporting our goals for academic excellence.

Attending The Reading League conference 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>