Dear [Insert Name of Supervisor],

I’m writing to ask for your support to attend the 2019 Annual Conference in Nashville, TN, November 20-23. Hosted by the National Association for the Education of Young Children (NAEYC), Annual Conference is the largest early childhood education conference in the world. Each year, thousands of teachers, program administrators, students, and researchers gather to collaborate and explore trends in the early childhood education field.

Research shows that [teachers/child care providers] who are up-to-date on the best teaching practices, latest policy and research about how children develop and learn provide unparalleled high-quality learning experiences for young children.

Here’s an approximate breakdown of my anticipated costs to attend the conference:

Airfare: $xxx

Transportation: $xxx

Hotel: $xxx

Meals: $xxx

Registrations Fee: $xxx

Total: $xxx

NAEYC’s Annual Conference is the perfect experience to help me accomplish my goals as a [teacher/child care provider/other title].  Thank you for your support. I will work to apply everything I learn in Nashville to my classroom, my [childcare center/school], and my community.

All the best,

[Insert First and Last Name]

[Job Title]

[Signature]