Dear [Insert Name of Local Business, Community Organization, Civic Club, etc.],

I’m writing to ask for your support to attend the 2018 Annual Conference in Washington D.C., November 14-17. This conference, hosted by the National Association for the Education of Young Children (NAEYC) 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 and the latest research about how children develop and learn provide high-quality learning experiences for young children. As a [teacher/child care provider/other title] at [name of child care center/school] in [your community]. I am committed to helping children thrive and learn in an environment dedicated to ensuring they reach their full potential. NAEYC’s Annual Conference is the perfect experience to help me accomplish my goals as a [teacher/child care provider/other title].

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 Washington, D.C. to my classroom, my [childcare center/school], and my community.

All the best,

[Insert First and Last Name]

[Job Title]

[Signature]