Dear Parent,

I’m writing to ask for your support to attend NAEYC’s 2018 Annual Conference in Washington D.C., November 14-17. 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.

Providing your child with the highest quality early learning experiences possible is the most important part of our jobs. Studies have shown that [educators/child care providers] who stay up-to-date on the latest policy and research in child development are best equipped to make a difference in the lives of the children they [teach/care for]. The [teachers/child care providers/staff] at [name of school/center/program] are committed to ensuring all children thrive and learn in an environment dedicated to helping them reach their full potential. NAEYC’s Annual Conference is the perfect experience to help me accomplish my goals as a(n) [educator/child care provider].

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]