Dear (Supervisor’s Name),

(I/My team and I) would like to attend the Women in Education: Leading Perspectives Institute presented by Solution Tree, a leading provider of professional development for educators.

This event is a wonderful opportunity to experience meaningful professional learning designed to grow (our, my) leadership skills. Specifically, (I, we) will:

* Connect and collaborate with a community of women educators
* Learn how to overcome barriers faced by women leaders
* Acquire strategies for leading difficult conversations
* Become more effective at public speaking
* Expand (our/my) professional network

The institute features a full lineup of women leaders in education. (I/We) will have the opportunity to hear keynote presentations from Jennifer Abrams, Thomasenia Lott Adams, Tina H. Boogren, and Jane A. G. Kise. Joining them as presenters are Tammy Heflebower, Jan K. Hoegh, Sharon V. Kramer, and many others.

Attached is a detailed cost breakdown for the event, including registration fees, travel expenses, and estimated daily expenses. (I/We) appreciate your commitment to the continuous improvement of our (school/district), and thank you in advance for your thoughtful consideration.

Sincerely,

(Your name)