Dear ,

I’d like to kindly ask your approval to attend the Florida Association for Theatre Education’s (FATE’s) annual Theatre Education Conference in Daytona Beach Shores. The conference provides educators with the opportunity to learn from working professionals in the field, experts on educational best practices, and one another; exactly what I and our theatre program need to stay current in the field, develop professional learning communities, and form relationships with other theatre educators in Florida so that we can form strong networks and support systems that benefit not just me, but our students as well.

FATE has shown a strong commitment to providing practical sessions and hands-on workshops. Their dedication to the changing educational landscape paired with their knowledge of theatrical excellence is exactly the combination that will make a difference for schools like ours. Since the conference begins on a Thursday evening, attending will only require me to request professional leave for Friday October 11.

**Advantages for Our Program**

The learnings from this conference will help our school to:

* Revive our spirit after several very difficult years maintaining morale and building interest in the theatre program.
* Revive our creativity as we look to build a strong student participation base and refine the educational merit of our classes and extracurricular activities.
* Provide a strong network of cohorts with whom we can rely for support and resources, share best practices and lessons with other theatre teachers, and form learning communities that work for us.

**Summary of Costs**

[Use this space to summarize the cost of attending the event.]

* Conference Attendance:
* Hotel:
* Travel:
* Total:

I kindly appreciate you considering my request. I know that we are still facing staffing and financial stressors, but I can assure you that your support of my attendance at this conference will help me with instruction and with my own professional development and district requirements for recertification and evaluation. I’m quite certain that it’s a good investment in training for our theatre program.

Thank you for your time,

{Insert Your Name}