**<<Date>>**

Dear **<<Supervisor’s Name>>**,

I am writing to request permission to attend the Technology and Engineering Education Association’s annual STEM Conference at Millersville University, Millersville, Pennsylvania. The conference will be held October 20th to October 22nd and will provide multiple opportunities for professional development and networking. The continually evolving nature of the Technology and Engineering Education field demands a commitment from educators to stay up to date on emerging technologies and pedagogical approaches to enhance student learning. Attending this conference will enable me to attend educational sessions and give me access to a network of industry professionals and other colleagues.

This year’s TEEAP STEM Conference will offer over 40 sessions geared towards the development of professional competency in the field and will include presentations from practicing teachers, educators, vendors, and experts in the technical fields our students are likely to enter upon graduation. In addition, the programming will include hands-on demonstrations and workshops showcasing innovative applications of new and existing technologies in the context of a typical K-12 classroom.

All these sessions will help the Technology and Engineering Department at **<<Your District’s Name>>** and our community to stay ahead of a challenging and continuously evolving environment. The ideas, best practices, contacts, and tools I will gain from this conference will lead to a stronger program and more robust and authentic learning experiences for our students in the future.

With the current economic conditions, I understand our district must prioritize spending to ensure a strong return when investing in travel and professional development. Therefore, I have broken down the costs for me to attend this conference. I have budgeted **<<Total Conference Cost>>** to attend the TEEAP STEM Conference. For a breakdown of these costs, please refer to the worksheets and purchase orders I have completed and included with this letter.

I believe attendance at this conference is a prudent investment in our community and ask for your support.

Sincerely,

**<<Your Name>>**