Dear <Supervisor’s Name>,

I would like to attend the 2021 American School Counselor Association Annual Conference, July 11-14, 2021, in Las Vegas, Nevada. This is the premier event for in-depth school-counseling-related educational sessions. This conference will allow me to attend four days’ worth of breakout sessions, general sessions and networking events, allowing me to enhance my school counseling knowledge, improve my school counseling program and network with other school counselors to discover best practices in the field.

After reviewing the conference materials, I have selected a number of educational sessions that will allow me to further my knowledge and understanding of school counseling – which in turn will help our students improve their academic achievement. Some of the sessions that I will attend include:

* <List session 1>
* <List session 2>
* <List session 3>

The conference fee is $<your registration rate here>. Registration includes all educational sessions and keynote addresses during the conference, lunch on three days and access to representatives from colleges and universities, school counseling publishing companies, careers, software tools and more.

Here is the breakdown of conference costs:

Airfare: <$xxx>
Transportation: <$xxx>
Hotel: <$xxx>
Meals: <$xxx>
Conference Fee: $XXX
Total: <$xxx>

My attendance at this event would be a wise investment for <school name here>. The contacts I’ll make and the knowledge I’ll gain will be invaluable. Thank you for your consideration.

Sincerely,

<Your Name here>