**Letter to Administrator**

To:​  
  
From:​  
  
Re:​ Request to Attend the EdTechTeacher Innovation Summit  
  
This February, I would like to explore new ways to improve student learning. I can do so by attending the EdTechTeacher Innovation Summit in San Diego.  
  
EdTechTeacher has a reputation for hosting high-quality events that focus as much on ideas and pedagogy as technology and devices. The Innovation Summit promises to bring together educators to collaborate on new ideas and solutions to transform student learning.

Specifically, I’d like to attend the Summit to improve my knowledge of \_\_\_ through the full-day, Pre-Conference workshops, as well as the expert presentations, Innovation Labs, and Knowledge Sharing sessions that will help us with the following projects:

•​[Project 1]  
•​[Project 2]  
•​[Project 3]  
  
Additionally, the Innovation Summit will provide me with professional development credits as well as the chance to earn graduate credit. Of course, I will also have the opportunity to network with other educators from across the country!

The skills and ideas that I could bring back from the Innovation Summit would be invaluable as we seek out new ways to engage, inspire, and support our students. I would be happy to put together a presentation or report after the event with major takeaways, tips, and ideas for my colleagues.

Here’s an approximate breakdown of the Innovation Summit costs:

* Airfare:​ $  xxx
* Transportation (round-trip between airport and hotel): ​$ xxx
* Hotel for three nights: (attend pre + full conference): ​ approximately $ 747  [$249/night + taxes/fees]
* Registration Fee: ​$  xxx   [check for current price]
* Total:​ $ X,XXX

The [EdTechTeacher Innovation Summit web site](http://edtechteacher.org/sandiego/) has even more information.  
  
Thank you for considering my proposal. I look forward to your reply and hope that you might even consider attending with me.

Sincerely,  
[Your name]