

Friday, September 22, 2017

Dear (supervisor’s name), 

I request your permission to attend the TAGT giftED17 conference in Houston, TX on November 29 – December 1. The Texas Association for the Gifted Talented seeks to connect and empower educators and parents to meet the unique needs of gifted individuals through awareness, advocacy and action. Through powerful keynotes, informative breakout sessions, and high-energy networking experiences, giftED17 brings together more than 2,000 passionate advocates for gifted education to empower educators to continue to make a difference in the gifted community.

The registration fee includes [1-3] full days for [price] with more than 150 sessions on best and next practices around G/T classroom strategies, identification and assessment, and the nature and social emotional needs of gifted students.

I am particularly interested in the sessions below as the knowledge I will gain will assist me in meeting our campus/district goal of [insert goal(s)]:

* Session
* Session
* Session

I am confident I will bring back a great deal of valuable information from the conference to share with my peers on stimulating student interest in the classroom, improving learning experiences, and showcasing our campus as a leader in creating inspired learners.

Thank you in advance for your consideration. You can also visit [www.tagtconference.org](http://www.tagtconference.org) to learn more about this conference. I am sure that you will agree that it would be an outstanding opportunity for growth and development that will translate into improved learning outcomes in the classroom.

Sincerely,  
(Your name here)