

[Date]

[Your Name]
[Your Address]

[Supervisor's Name]
[Address]

Dear [Supervisor's Name],

(I/My team and I) would like to attend an event presented by **IMPACT Teaching Training & Leadership Development**, THE solution for high-needs schools. The presentation will be facilitated by IMPACT's founder and transformation expert, Dr. Deidrea Stevens. She has been partnering with high-needs schools for almost 20 years and has been successful in improving student performance of campuses in multiple states. Dr. Stevens focuses on the *application* of research as it relates to high-needs campuses, while teaching strategies that actually work in schools whose operations and culture outweigh the instruction that should be taking place on their campus.

As you know, our campus is currently facing an impressed need to improve student performance. If (I/ we/our team) attend this training, (I/we/our team) will be able to not only acquire strategies that will help us better manage our campus' instructional program, (I, we, our team) will receive an opportunity to be coached and mentored by an expert who can provide insight and perspective for fresh ideas and change. (I/we)'ll also have the opportunity to work with other education professionals who also work with high-needs students.

(I/We) believe this event will allow (me/us) to expand (my/our) expertise and understanding of the most current research focused on the specific skillset involving transforming high-needs schools. I/We are asking you to consider supporting us in attending this professional development. Attached is a detailed cost breakdown for the event, including registration fees, travel expenses, and estimated daily expenses, for you to review.

Thank you in advance for your consideration.

Sincerely,
[your name]