[Date]

[Your Name]
[Your Address]

[Supervisor's Name]
[Address]

Dear [Supervisor's Name],

(I/My team and I) would like to attend **Math Concept Camp** presented by IMPACT Teaching Training & Leadership Development, _THE_ solution for high-needs schools. IMPACT is a learning institution founded by 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. This _energetic_ and _collaborative_ Grades 7 - Alg. I Mathematics workshop is led by instructional leaders who have taught Math and led successful, high performing Math teams in "high-needs" schools.

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 execute Tier I Instruction in our Math classrooms, (I, we, our team) will receive an opportunity to be coached and mentored by Math experts that 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 teach Math in 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 how the adolescent brain works, strategies (I/we) can use in class to increase retention in the Math classroom, pedagogy for classrooms with high concentrations of low socio-economic representation and/or an increased minority representation, and an in depth concept dive of assessment standards with accompanying activities. I/We are asking you to consider supporting us in attending this professional development. (I/We) have attached 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]