Dear <Name>,

I would like to request funding to attend the National Council of Teachers of English (NCTE)Annual Convention, taking place November 20–23. This event is being held in-person in Denver, Colorado.

As we both know, literacy and composition instruction are major areas of focus for our school and our mission to help students find post-secondary success, something we’ve focused on lately through our daily instruction and assessments. There is plenty of room for us to grow and improve, and I would like to bring back the learning needed to do so.

NCTE’s Annual Convention is the premier professional learning/gathering experience for the English language arts community. By attending, I’ll engage with and have access to new teaching techniques and strategies, the brightest minds in my field, and the most robust networking available anywhere. I will also be able to vet a plethora of curriculum options and ideas. You can learn more about sessions, speakers, and the overall Convention offering on this website: <https://convention.ncte.org/>.

After attending, I can also share information and resources with the English department and yourself and discuss new ideas, teaching approaches, and more. I am confident that I will become a better educator by attending this event and that our school and students will be better served as a result.

There is some flexibility regarding timing for registration, but the early-bird rate to attend the Convention ($365 for NCTE members) expires on **October 15**. I am a current NCTE member and will be able to have access to that discounted pricing.

Additional costs may include travel and housing, which may require further discussion and consideration. However, there is housing available for around $200 a night and flights for roughly $300. It is understandable if this part is a cost that I may need to cover for myself.

Overall, I hope we can begin to discuss funding options and availability and what costs may be covered. Please let me know if you have any questions. Thanks in advance for your consideration.

Sincerely,

<Name>