Dear [Administrator],

I would like to request funding to attend the 2016 National Council of Teachers of English (NCTE) Annual Convention taking place November 17-20, 2016, in Atlanta, Georgia.

Each year, the NCTE Annual Convention brings together thousands of educators from across the country and around the world to discuss mutual interests, concerns, and experiences. The Convention features over 700 concurrent sessions presented by classroom teachers, administrators, researchers, and other education professionals. The Convention Exhibit Hall contains hundreds of vendors with the latest ideas and products for education professionals (including a multitude of free books).

Attending the event will give me the opportunity to examine ways to advance student literacy learning by gathering solid educational theories and ideas. NCTE supports literacy learning across all disciplines, so I will also be able bring back information for ALL of my colleagues. Sessions I would attend include:

* [Session Title]
* [Session Title]
* [Session Title]

I will need to be away from work [XX] days. The costs to attend the Convention are as follows:

Registration: \_\_\_\_\_\_\_\_\_\_\_\_

Additional Workshops: \_\_\_\_\_\_\_\_\_\_\_\_

Meal Tickets: \_\_\_\_\_\_\_\_\_\_\_\_

Travel: \_\_\_\_\_\_\_\_\_\_\_\_

Lodging: \_\_\_\_\_\_\_\_\_\_\_\_

Food: \_\_\_\_\_\_\_\_\_\_\_\_

Total: \_\_\_\_\_\_\_\_\_\_\_\_

Thank you in advance for your consideration.

Sincerely,

[Your name]