Dear [First Name]:

As we work to ensure our students leave our school ready to succeed at the next level, it is critical that our team continues to find innovative ways to help address the issues and challenges they face.

For this reason, I’m interested in attending the LEADright Learning Institute being held July 10–15, 2017. The sessions that I’ll have the opportunity to attend will provide me with the knowledge, perspective and materials I need to make a positive impact at [school] and to help us achieve our goals.

Below are a few ways my attendance will pay off for [school]:

* I will learn about initiatives that are closing the gap for students.
* ADD ITEMS FROM LIST
* I will receive over 12 contact hours of professional .
* I will become energized, inspired and prepared to return with new ideas, actionable plans and the resolve to effect real and sustainable improvement.

The registration fee is ZZZ. The lodging and meals are ZZZ. Airfare is estimated to be ZZZ. I would like your support with [ZZZ] of the total cost. I hope you will find this to be a good investment of time and resources that will deliver real value to our school.

Thank you for your consideration.

[signed]