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Bishop 10

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Entries are alpha-betized by authors' last names.

First line of entry is at left margin; additional lines are indented 1/2" (or 5 spaces).

Entries are single-spaced, with double-spacing between entries. (Some instructors may prefer double-spacing throughout.)



[Sample Letter to Principal/Supervisor]

[Date]

[Your Name]
[Your Address]

[Principal's Name]
[School Address]

Dear [Principal's Name]:

I would like to attend the ASCD Annual Conference, March 6-8, 2010. This conference is the premier event for educators, offering attendees professional development sessions that directly benefit their jobs and allow them to network with a variety of education experts and colleagues from around the world.

I have identified a number of conference sessions that will allow me to gain knowledge and understanding of how we can improve the educational environment for our students, staff, and community. The presentations are facilitated by both noted experts in the field of education and by colleagues who have faced similar challenges. The presentations I have chosen directly relate to the issues we are currently facing at [School Name] and will help with [list benefits to your responsibilities]. I have attached the list of sessions I hope to attend.

Please consider funding this training opportunity. I have also attached a detailed cost breakdown for the conference, including the registration fee, travel expenses, and estimated daily expenses, for your review.

Thank you for supporting professional development for educators.

Sincerely,

[Your Name]



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