Hi [supervisor's name],

The [ProLiteracy Conference on Adult Education](https://www.proliteracy.org/proliteracy-conference/) 2024 will take place October 6–9 in Baltimore, Maryland.

I would like to attend this event to network with like-minded professionals in the field and learn best practices for instruction, fundraising, and program management to increase student success and create the impact we envision at [Your Org Name].

Frontline adult education and literacy practitioners, professionals, and leaders from across the country will be at the ProLiteracy conference advancing adult education at all levels and providing insights that I can bring back for us to apply at [program name].

The ProLiteracy Conference on Adult Education will offer over 100 educational workshops on topics like:

* + Using AI in Adult Education Classrooms
	+ Building Foundational Literacy and Numeracy Skills
	+ Understanding Digital Literacy, Equity, and Inclusion
	+ Advocating for the Future of Adult Education
	+ Creating ESL Conversation and Learning Groups
	+ Developing Innovative Program Models

Here is a breakdown of participation costs that I’m requesting:

* Registration: [Enter Your Cost Here]
*Note: Early Bird Member Rate is $410, Early Bird Non-Member Rate is $515, Regular Member Rate is $490, Regular Non-Member rate is $595*
* Travel: [enter cost here]
* Hotel: [enter cost here]
*Note: The special conference rate at the Marriott Baltimore Waterfront is $229 per night plus applicable state and local taxes in effect at the time of check out**(current rate is 17.5%)*
* Meals: [enter cost here]
*Note: The conference registration fee includes a daily continental breakfast, coffee breaks, and one lunch. The conference hotel is located a short walk from several dining options.*

Total: [enter total cost here]

 This investment will enable me to:

* Have direct access to connect with and learn from other leaders and access unique expertise
* Browse the latest products
* Bring tangible strategies back to our program to optimize efficiency and to foster growth and impact
* Identify new partners and board members by getting to know professionals who share a similar mission
* [Consider listing your goals or other projects that the ProLiteracy Conference on Adult Education 2024 will help you achieve]

Thank you for taking the time to review and consider my proposal. What are your thoughts? Please let me know by [Insert cut-off date] so I can take advantage of early-bird registration and make economically sensible travel plans.

Sincerely,

[Enter name]