

EMPOWERING EXCELLENCE

ELEVATING EDUCATORS. ENRICHING FUTURES.

Sample Funding Request Letter

Dear [Supervisor/District Leader],

I am requesting approval to attend the 53rd Annual NABSE Conference, taking place from December 10 – 14, 2025, in Chicago, IL.

This conference provides high-quality professional development opportunities aligned with our district's priorities, including enhancing literacy instruction, integrating STEM and STEAM practices, and leveraging artificial intelligence to improve student outcomes.

I believe that attending will equip me with actionable strategies, new resources, and professional connections to directly benefit our students and school community.

I respectfully request the use of [insert funding source] to cover registration, travel, and lodging expenses.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Title/School]

[Your Contact Information]