

Dear [Administrator's name],

As a [your role] dedicated to developing my knowledge and expertise, I would like to request funding to attend the 2017 Wisconsin State Reading Association Convention, which will be held February 9-11, 2017 at the Wisconsin Center in Milwaukee.

Each year, the WSRA annual convention brings together two to three thousand educators from around the state to experience two and a half days of professional learning. This year's convention features three keynote speakers, 128 ninety-minute sessions, and eight three-hour workshops presented by classroom teachers, reading specialists, administrators, researchers, and other education professionals from across the state, the nation, and the world on the theme— *Reading Our World(s), Composing Our Lives, Realizing Our Humanity*. In addition to the keynotes and concurrent sessions, the convention has an exhibit hall, which contains over 100 vendors displaying professional books, trade books, and educational materials, so that I may preview and purchase items for my classroom and for my professional reading. Educational organizations also have booths to introduce attendees to their work.

If I am able to go to the convention, I would have the opportunity to learn from respected literacy experts, network with colleagues, reflect on my own teaching, and develop knowledge to support my students as they read and write. WSRA offers sessions designed to develop reading and writing across all disciplines, so I will be able bring back information for ALL of my colleagues. I would be able to consider what matters most for literacy teaching and learning in our school and in the world outside of school.

In addition to the three general sessions with keynote speakers (Mem Fox, Michael Fullan, and Regie Routman), sessions I would like to attend include:

- [Session Title]
- [Session Title]
- [Session Title]
- [Session Title]
- [Session Title]
- [Session Title]

The costs to attend the convention would be as follows:

- Registration for the full convention: _____
- Travel: _____
- Lodging: _____
- Substitute pay for two days (if applicable) _____
- Total: _____

The value of the convention experience: priceless.

Thank you for your consideration.

Sincerely,
[Your name]