[Your Name]  
[Your Position]  
[Your School/District Name]  
[School/District Address]  
[City, State, Zip Code]  
[Date]

Dear [Educator/Decision Maker's Name],

I am writing to request your support and approval of professional development funds for my attendance at the Future of Education Technology Conference (FETC), scheduled for January 14-17, 2025, in Orlando, FL. As [your role, e.g., a teacher, IT coordinator, etc.], I understand the transformative potential that the strategic integration of technology holds for enhancing student engagement and driving educational outcomes. FETC is one of the premier conferences dedicated to educational technology, offering an unparalleled platform for professional growth in this essential field. The FETC mission aligns to my annual strategic goals outlined in my individual professional development plan.

**Conference Benefits**

FETC provides hands-on learning experiences and direct access to the latest educational technologies, all of which have the potential to significantly elevate our teaching and learning processes. The conference hosts over 600 sessions, and I have carefully selected those that align with our current initiatives and strategic goals, particularly [insert specific project or goal].

**Proposed Expenses**

The estimated costs for attending FETC are as follows:

* Transportation (car milage/airfare) : [Insert amount]
* Ground Transportation: [Insert amount]
* Accommodation: [Insert amount]
* Meals: [Insert amount]
* Registration Fee: [Insert amount]
* **Total Estimated Cost:** [Insert total]

**Professional Development Focus**

The sessions and workshops I plan to attend will focus on [insert specific topic areas], all of which directly relate to [insert specific school or district project/initiative]. Additionally, FETC offers the opportunity to earn up to 35 Continuing Education Units (CEUs). This valuable credential that not only enhances my professional qualifications but also demonstrates our school’s commitment to ongoing professional development and educational excellence. The knowledge and experience I gain from FETC will enhance our academic community and innovative culture, streamline our projects, optimize costs, and accelerate student academic achievement while enhancing our capabilities in [insert relevant areas, e.g., distance learning, student engagement, etc.].

**Collaboration and Networking**

FETC is also an exceptional opportunity to network with peers and industry experts, fostering partnerships and gaining insights from the successes and challenges of other institutions and global thought leaders in education and technology. These connections can lead to collaborations that benefit our school/district long after the conference ends and provide support for immediate implementation of edtech strategies and pedagogical methodologies upon my return from the conference.

**After the Conference**

Upon my return, I am committed to sharing the insights I gain through a presentation or workshop for our staff . This will ensure that the strategies and knowledge acquired at FETC benefit not just myself, but our entire school and district community.

**Call to Action**

I firmly believe that attending FETC is a strategic investment in our school's future success. I would greatly appreciate your input on any additional sessions you recommend and look forward to discussing this opportunity further.

Thank you for considering my request. I am eager to contribute to [School/District Name]’s mission of educational excellence through the valuable learning opportunities at FETC 2025.

Sincerely,  
[Your Name]