

[Date]

[Your First and Last Name]

[School Name]

[School Street Address]

[School City, State, Zip Code]

[Email Address]

[Administrator's Name]

[Administrator's School Address]

Dear [Administrator's Name],

I'm writing to ask for approval [and financial support] to attend the Association of Positive Behavior Support (APBS) annual International Conference on Positive Behavior Support (PBS). APBS is an international organization dedicated to the advancement of positive behavior support. The mission of APBS is to help individuals improve their quality of life and reduce problem behaviors by advancing the development and use of positive behavior support.

The conference is being held February 20-23 in Washington, DC. It is the leading event for educators [or insert your role]. The conference includes two full days of learning and networking, including over 170 sessions, poster session and pre and post conference workshops.

In particular, I'd like to focus on finding solutions or best practices that could benefit these projects at [School or District Name]:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

Onsite I will have the opportunity to attend sessions presented and by and network with professionals, family members, trainers, consumers, researchers and administrators who are involved with and interested in PBS. APBS is a multidisciplinary association, seeking members from all fields with interests in behavior support. Upon returning from the conference I will submit a report that will include an executive summary, best practice tips, and a set of recommendations to maximize our current PBS and strategies. I can also share relevant information with key personnel throughout our organization in meetings or trainings.

The approximate cost of the conference is [insert your amount]. This includes airfare/transportation [insert], hotel [insert], registration [insert], and pre/post conference workshops [optional – insert amount].

Thank you for considering funding this professional development opportunity. I look forward to your reply. Please let me know if I have sign off to attend this valuable event, as the earlier I make my travel arrangements, the more cost friendly they will be!

Sincerely,

[Sign]

[Your Name]