Dear [SUPERVISOR NAME],

Registration is now open for **Frog Street’s Annual SPLASH Conference,** and I am interested in attending on behalf of [SCHOOL/ORGANIZATION]. I would like your approval to attend this event in Grapevine, TX from July 11 to July 13, 2024.

SPLASH will also provide me with an opportunity to network with other early childhood education professionals, collaborate, and get recharged for the upcoming school year. Keynote Speakers from all over the country will be bringing fresh perspectives and breakthrough ideas that I can bring back and implement immediately in my [indicate classroom, facility, center, etc.]. I believe attending this event will allow me to grow as a professional, develop my skill set, gain new perspectives, and explore my professional interests. More specifically, here are three goals I am looking to accomplish by attending SPLASH:

* **Goal 1:**[Explain your goal here]
* **Goal 2:**[Explain your goal here]
* **Goal 3:**[Explain your goal here]

For your convenience, I have included a breakdown of how much it will cost for me to attend.

* **Registration Fee:** [INSERT COST]
* **Airfare/Travel:** [INSERT COST]
* **Hotel:** [INSERT COST]
* **Additional Expenses:**[INSERT COSTS]
* **What’s Included with Registration:**[List what is included in the ticket price]
* **Approximate Total:** [CALCULATE TOTAL COST]

To ensure this investment and experience benefits my entire team, I am willing to give a brief presentation after attending to share what I have learned. I can also create an action plan that incorporates the tools, resources, and strategies I discover so my team can start using them right away.

To learn more about SPLASH, you can visit [frogstreet.com/splash/splash-2024](https://www.frogstreet.com/splash/splash-2024/).

Thank you for taking the time to review this request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns.

Sincerely,

[YOUR NAME]