SUBJECT LINE: <Insert Your Boss’ Name Here>, I’d like to attend the US Math Recovery Council® 2019 National Conference

Hello [INSERT NAME],

It is exciting to focus on improving the mathematics instruction for our students this year. I am passionate about enhancing mathematics teaching in aims to improve student mathematical skills and knowledge, which are beneficial goals for the entire school community. To help me strengthen the skills and knowledge I will need to knock this goal out of the park and generate new ideas to share with the rest of our team. I would love to attend the [US Math Recovery Council® 2019 Conference](https://www.mathrecovery.org/2019-national-conference). Attending will enable me to discover new ways to [FILL IN].

The US Math Recovery Council® 2019 Conference will take place November 18 – 21 in Providence, Rhode Island. Over 200 teachers will come together for 4 days of sessions exploring a range of topics important to learning about and implementing Math Recovery, along with valuable networking opportunities with other educators using Math Recovery principles in their districts.

This conference is a great opportunity for me to interact with mathematics education researchers, engage with Math Recovery coaches, and connect with other educators on research and best practices that I can bring back to our school. I’m particularly excited about [SPECIFIC SESSION, EVENT, OR TOPIC] which I think will help us [APPLY TO YOUR WORK].

I’ve heard very positive things about the event. Attendees walk away with actionable tactics they can implement right away. When I return, I plan to share my takeaways and refine/develop strategies based on what I learn.

Here’s a breakdown of the approximate costs:

All Four Days of the Conference: $690\*

[\*Prices vary. Find out your price [using this table](https://www.mathrecovery.org/pdfs/events/2019/National-Conference/2019-Conference-Rates.pdf?v=1)]

Hotel: The official conference hotel is $159/night

Airfare: [use your favorite flight booking site to determine cost]

My attendance will cost about [COST], including travel, lodging, and registration. The registration fee includes my participation in the conference, as well a continental breakfast and lunch each day of the event.

Thanks in advance for considering my request. I’d love to chat more about this opportunity and answer any questions you might have!

Best,

[FUTURE CONFERENCE ATTENDEE]