Dear [supervisor’s name]:

To ensure that [institution’s name] continues to be on the cutting-edge of the best teaching, learning, and leadership practices, I would like to attend NISOD’s International Conference on Teaching and Leadership Excellence, a three-day professional development conference in Austin, Texas, May 27-30, 2017.

This conference is a high-quality education event specifically designed to provide ideas, information, and inspiration to community and technical college faculty and administrators who are looking for best practices for improving student success.

My participation in this conference will equip me with new skills and strategies.  I will return reinvigorated and ready to share my new knowledge with colleagues.

Please support my attendance at NISOD’s International Conference on Teaching and Leadership Excellence. Visit <http://www.nisod.org/conference> to learn more about this professional development opportunity.

Sincerely,

[Your name]