Dear <Supervisor’s Name>,

I would like to attend the 2017 Wisconsin Association of College Admission Counseling Conference, May 18-19, 2017. This is the premier event for in-depth college-counseling-related educational sessions. This conference will allow me to attend breakout sessions, general sessions and networking events, allowing me to enhance my college counseling knowledge, improve my school counseling program and network with other school counselors to discover best practices in the field.

After reviewing the conference materials, I have selected a number of educational sessions that will allow me to further my knowledge and understanding of college counseling – which in turn will help our students improve their awareness of post-graduate opportunities. Some of the seminars that I will attend include:

* <List session 1>
* <List session 2>
* <List session 3>

The conference fee is $XXX. Registration includes all educational sessions during the conference, three meals, a networking reception with access to representatives from colleges and universities, and an ability to develop creative solutions our school faces from my peers across the state.

Here is the breakdown of conference costs:

Transportation: <$xxx>
Hotel: <$xxx>
Meals: <$xxx>
Conference Fee: $XXX
Total: <$xxx>

My attendance at this event would be a wise investment for <school name here>. The contacts I’ll make and the knowledge I’ll gain will be invaluable to students and families.

Sincerely,

<Your Name here>