

Dear <Colleague>,

At the *Singapore Math and Best Practices In-Depth* SUMMIT in Phoenix Arizona, educators at all levels will be brought together to enhance their professional skills, knowledge, and careers. I would like to attend this event scheduled July 12-14th 2017, to learn best practices central to implementing college-and career-ready standards; including, the Common Core State Standards of Mathematics.

To meet my professional development goals, I am seeking approval for the registration fee, travel expenses to the conference, and minimal food expenses during the conference. The detailed cost breakdown is listed below. <Insert your expense estimate numbers here>

Conference____
Preconference Workshop (if applicable) _____
Flight____
Lodging____
Transportation____
Food Per Diem____
Total estimated conference cost_____

By attending this conference, I will be able to select over 49 sessions, and workshops that cover the following topics and are specific to my grade level.

- Creating Mathematical Minds: Effective Teaching and Learning for the 21st Century
- Mathematics Beyond the Classroom
- Linking Assessment and Instruction
- Mathematics Across the Curriculum
- Building Mathematics Culture and Capacity
- Equity: Developing Mathematics Understanding for All
- Mathematical Growth Mindset
- Hot Topics

My participation in this program will complement our school's objectives and I plan to return with resources to share what I've learned with my peers, and to give our students the tools they need to succeed.

Thank you in advance for your consideration.

Sincerely,

<Your full name>