

Subject: Request to Attend CSTA's 2019 Annual Conference

Dear [CONTACT NAME],

I would like to request approval to attend the Computer Science Teachers Association (CSTA) 2019 Annual Conference, July 7–10, 2019, in Phoenix. This national event offers up to 30 hours of professional development opportunities. During this time, I will be interacting with some of the best and brightest educators as they discuss how to empower computer science students in the classroom. Attending this conference will provide me with real-world knowledge that I can apply immediately in the classroom.

Full conference details are available at cstaconference.org.

The price for CSTA 2019 conference registration is \$325, but can be reduced by \$50 by registering before the March 31 early-bird deadline. Additional conference discounts are available by purchasing CSTA+ membership. While this membership costs \$50, it will save \$75 on conference registration and enable me to gain access to exclusive learning and teaching resources, professional development opportunities, classroom experiences, and more.

Here is an approximate breakdown of conference costs:

Airfare: \$XXX

Transportation: \$XXX

Hotel (X nights): \$XXX

Conference Registration: \$XXX

Meals: \$XXX

Thank you for your consideration of this request. I look forward to your reply.

Best,

[YOUR NAME HERE]