< Date >

Dear < supervisor’s name >,

I would like to attend the < year > ORTESOL Fall Conference, focused exclusively on English language teaching for speakers of other languages. The convention will be held < dates > , in < location >, Oregon. This is an important ​time for English language teaching professionals around Oregon to gather.

I am seeking sponsorship for the registration fee and travel expenses to the conference. Since this is a regional conference the cost is dramatically reduced. A detailed cost breakdown is included below. I believe this is a wise investment.

ORTESOL offers a number of education sessions that are directly applicable to my work. The presentations are facilitated by fellow English language teachers and researchers who have faced similar challenges. I plan on attending sessions that focus on the following educational topics: < list (i.e. grammar, reading, writing, presentation skills, listening, rubrics, technology, etc.) >. Getting the information in a seminar format will enable me to share the information with my colleagues at <institution name> thereby improving the work we all do.

The full conference fee is < cost > but I can get a reduced rate by <volunteer/presenting/etc >. <You can list any other ways you are saving cost here.>

Here is the breakdown of convention costs:

Transportation: <$xxxx>

Hotel: <$xxxx>

Meals: <$xxxx>

Conference Fee: <$xxxx>

Total costs: <$xxxx>.

As you can see, my attendance at the ORTESOL Fall Conference is a wise investment that will yield rich dividends for < name of your organization >. I look forward to discussing the conference with you at your convenience.

Sincerely,

< your name here >