

Dear <supervisor's name>,

I have been invited to attend Now/Next in learning, a new conference for those who are actively shaping digital transformation in learning. It will be held April 22-24 at The Scott Resort & Spa in Scottsdale, AZ.

Throughout the conference, I can attend sessions and that are directly applicable to my work at <INSTITUTION>. The presentations are facilitated by digital learning advocates and innovators within the K20 education ecosystem. I am seeking sponsorship for the registration fee and travel and accommodation expenses for the conference. A detailed cost breakdown is included below.

The conference is composed of four general session/keynote presentations, more than 18 breakout sessions, and a wide range of learning and networking opportunities with members of the education community and industry experts from around the United States and Canada, all focused on student and institutional success. Specifically, I feel the sessions in <LEARNING TRACK> learning track would provide valuable learning experiences that I can apply to my work.

The full price registration fee is \$449 for individual rate, and \$399 for the group rate when 4+ people attend from the same institution. The registration fee covers all sessions, meals, and events.

Here is the breakdown of conference costs:

Registration Fee: <\$xxxx>

Roundtrip Travel to Scottsdale: <\$xxxx>

Transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx>

The total costs associated with attending this conference are: <\$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at Now/Next in learning is a wise investment.

Thank you,
<your name>