Dear <Supervisor’s Name>

I would like to attend the 2017 Illinois School Counselor Association Annual Conference in <Conference Location> on <Conference Date>. This event is Illinois’ leading educational and professional development opportunity for in-depth, school counseling related issues. The conference will offer me the opportunity to attend invaluable breakout sessions, general sessions, and networking events, allowing me to enhance my school counseling knowledge, improve our school counseling program, and network with other school counselors to discover best practices in the field.

After reviewing the ISCA Conference materials, I have selected a number of educational sessions that will allow me to further my knowledge and understanding of school counseling, which in turn will help our students improve their academic achievement. Some of the seminars I will attend include:

* <Session 1>
* <Session 2>
* <Session 3>

The cost of the conference is <Conference Fee>. Registration includes all educational sessions during the conference, lunch, and networking sessions.

Here is the breakdown of conference costs:

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

My attendance at the ISCA Conference would be a sensible investment for <Your School’s name>. The contacts that I will make and the knowledge that I will gain will be indispensable.

Sincerely,

<Your Name Here>