Sample Email to Convince Your Boss

Dear **< supervisor’s name >**,  
  
I hope you're doing well! I wanted to reach out and tell you about an amazing learning opportunity that I'd love to attend, with your support.

The [virtual TESOL 2024 Convention](https://www.tesol.org/virtual/), taking place 11-12 April 2024, is one of the largest gatherings of English language teaching professionals from all over the world. I’d have the chance to build my network while learning about innovative tools, techniques, and strategies as well as public policy issues, new research, and best practices in the field. The event includes live keynote sessions, recorded keynotes from the in-person TESOL 2024 Convention, and over 200 prerecorded sessions (some with live Q&A).

To build my knowledge and skills at this event, I am requesting funding for the following expenses. I truly believe it’s a worthwhile investment because it will help me learn more about **<list what you plan to learn>**.

If I register by 15 February, I can save by getting the advance registration rate of$**XXX** 2024. **<If you are not a TESOL member and want to join, you can include a sentence here about what you will save on registration if you become a member.>** I'm not a TESOL member yet, but if I join, I can save even more on registration.

By attending, I’d be able to bring back a ton of resources, information, and insights to share with our team.

Please let me know if you have any questions or would like to discuss this request further. Thank you for considering my request!

Sincerely,  
  
**< your name here >**