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 [TESOL International Convention & Expo](https://www.tesol.org/in-person), taking place 21-23 March 2024 in Tampa, FL, USA, 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 three keynotes, over 800 sessions, and more than 60 exhibitors.

**<If you would like to attend any of the ticketed events, such as the Preconvention Institutes (20 March), include information here.>**

In addition, by registering for the in-person TESOL 2024 Convention, I have the option to add the [virtual TESOL 2024 Convention](https://www.tesol.org/virtual/) on 11-12 April 2024 for a nominal fee. This will provide access to more than 200 prerecorded sessions (different from those in Tampa), some with live Q&A, and four live keynote sessions.

To support my professional development goals, I am requesting funding for the following expenses related to attending the TESOL 2024 Convention & Expo **<change to in-person and virtual TESOL 2024 Convention & Expo if you want to attend both>**. I believe this is a valuable investment in my professional growth, as it will help me learn more about **<list what you plan to learn>**.

Roundtrip Airfare: **<$xxx>**
Transportation: **<$xxx>**
Hotel: **<$xxx>**
Meals: **<$xxx>**
Preconvention Institutes: **<$xxx>**

In-Person Conference Fee: **<$xxx>**

Virtual Convention Add-On Fee: **<$xx>**

Total Costs: **<$xxxx>**

Please note that the expenses above reflect the advance registration rates, which are good through 15 February 2024. After this date, the in-person registration fee will increase by **<$XXX>.** **<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. If you have found other ways to save money, you should list them here as well.>** 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 >**