**Subject: Request to Attend Certiport’s 2023 CERTIFIED Educator Conference**

Dear <<Name>>,

I would like to request approval to attend Certiport’s ninth annual CERTIFIED Educator Conference, June 26-28, 2023, in Orlando, FL. This national event offers three days (18 hours total) of professional development. During this time, I will be interacting with some of the best and brightest educators as they discuss strategies for making certification an even more powerful tool for unlocking student potential in the classroom. In addition, I will improve my professional credentials by getting certified on-site for the technology I teach.

Full conference details can be found at: [www.certiport.com/certified](http://www.certiport.com/certified).

My attendance will allow me to:

* **Improve My Skills.** Receive professional development to enhance my teaching skills and improve my professional credentials by becoming certified in the technology I teach. I’ll also receive a certificate reflecting the 18 professional development hours earned.
* **Connect and Collaborate**. Network with hundreds of fellow educators and certification experts to share ideas, compare strategies, and learn from each other’s successes through keynotes, workshops, breakout sessions, and one-on-one conversations.
* **Live their Stories**. Explore the impact certification is having on individuals’ lives by hearing their stories and exploring their experiences first-hand. I’ll also experience the excitement of Microsoft and Adobe’s largest US-based student certification competitions, Certiport’s [2023 Adobe Certified Professional and Microsoft Office Specialist U.S. National Championship](https://certiport.pearsonvue.com/Educator-resources/Competitions), which takes place simultaneously with the CERTIFIED conference.
* **Expand My Potential**. Gain the practical knowledge and deep insights I need to become a stronger certification advocate in our school. I’ll also provide a summary of my learnings and share relevant information with my colleagues upon my return.

The price for a full conference pass to CERTIFIED 2023 is $695 but can be reduced by $100 by registering before the early-bird deadline (April 15, 2023). There is also a 10% discount for groups of 5 or more. Certiport has secured a discounted hotel room rate of $165/night for attendees at the Hilton Orlando Lake Buena Vista.

Here’s an approximate breakdown of conference costs:

* Airfare: $XXXX
* Transportation: $XXXX
* Hotel (3 nights): $XXXX
* Conference Fee: $XXXX
* Meals: $XXXX
* **Total: $XXXX**

Thank you for considering this request. I look forward to your reply.

Sincerely,

<<Signature>>