**[Date]**

Dear **[Supervisor’s Name]**,

To ensure that I am providing students with disabilities and their families in **[School or District’s name]** with the most current innovative and research-based services to support successful outcomes for inclusive living, learning, and working, I would like to attend the 4th Annual Inclusion Summit, hosted on the campus of Western Carolina University in Cullowhee, NC, on June 14-15, 2019.

The main conference events will provide 7.5 seat hours of professional continuing education. By attending the conference, I will be able to:

* Identify current innovations in inclusive practices
* Identify inclusive practices supported by research
* Describe inclusive practices for various types of learners and community members
* Discuss issues important to inclusive practices in the Western region of North Carolina as well as the state as a whole

The Inclusion Summit is a good value for the money. The registration price is only $100 before the early-bird date of March 1, 2019. Additional costs would include transportation and hotel, which I have estimated at **[insert estimate]**.

If given the opportunity, I will return to our school **[or district]** with valuable new information that will benefit individual students and families as well as our school **[or district]** as a whole, as I will be able to provide leadership to other inclusion professionals.

If you have questions about the Inclusion Summit or this proposal, please contact me. Additional details are available on the Summit website at: <https://www.wcu.edu/engage/professional-enrichment/profdev/inclusion-summit.aspx>.

Sincerely,

**[Your Name]**