**[Today’s Date]**

Dear **[Your Supervisor’s First Name]**,

In order to ensure that I am providing **[Your School or District’s Name]** and our students with the most up-to-date, evidence-based psychological services, I would like to attend the Texas Association of School Psychologists’ 2024 Summer Institute, taking place on June 20-21, 2024, in South Padre Island, TX.

This year’s conference theme will be *Back the Basics of Mental Health Interventions in Schools.* The focus of the conference is an important professional development opportunity. It offers two days of sessions that will provide me with skills and strategies to improve the quality of mental health services that our students receive. Continuing professional development documentation is also provided, which is required for me to maintain state licensure as a school psychologist for the district.

By attending the TASP 2024 Summer Institute, I will be able to:

* Attend sessions that will help me address issues that our district is facing.
* Learn strategies and techniques that will give me a new approach for specific cases.
* Collaborate with professionals from around the state to learn what is working in their schools.
* See innovative products and services offered by top education companies in the exhibit hall.

This convention is an enormous value for the money. The registration fee is only $175 for TASP members. Additional costs would include hotel, transportation, and meals, which I have estimated at **[Insert Estimate]**.

It is critical that I take advantage of this opportunity to ensure that I am providing the most effective services to improve student success. If granted the opportunity, I return to our district with important new information that will benefit individual students and our district as a whole. I will also be able to provide professional development to mental health professionals from around the district on current best practices in school psychology.

If you have any questions about the conference or my proposal, please let me know. You can also find additional details on the convention at: https://www.txasp.org/summer-institute-2024

Sincerely,

**[Your Name]**