Hi *Name*,

I would like to request your approval to attend the SXSW EDU Conference & Festival in Austin, Texas taking place March 4-7, 2024.

This conference offers professional development and learning opportunities for professionals across the education landscape. SXSW EDU will feature 300+ sessions and in-depth workshops spanning 12 thematic tracks. Additionally, the event offers a dynamic expo, mentorship opportunities featuring one-on-one sessions and group roundtables, film screenings, live pitch competitions, networking events and more.

Attending will provide me with new resources, leading education trends and ready-to-implement strategies to help me continue to build my skills in *skill 1*, *skill 2*, and *skill 3*. The programming tracks that I’m specifically interested in are:

* *Track 1*
* *Track 2*
* *Track 3*

I’ve broken down an estimate of how much it will cost for me to attend:

**Travel:** *cost for airfare/travel*

**Lodging:** *cost for hotel/lodging*

**Event Registration:** *cost for badge*

Additionally, SXSW EDU offers group discount rates for organizations sending teams of 10 or more.

Please feel free to visit the SXSW EDU website for additional information: [https://sxswedu.com](http://sxswedu.com). Thank you in advance for your consideration, and I look forward to discussing further!

Sincerely,

*Your Name*