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 18-21 March 2025 in Long Beach, California, 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 from the brightest minds in the field. The event includes three keynotes, over 600 sessions, and more than 60 exhibitors.

**<If you would like to attend any of the ticketed events, such as the Preconvention Institutes (18 March), include information here.>**

To support our focus on **[include priorities at your organization]** and my professional development goals, I am requesting funding for the following expenses related to attending the TESOL 2025 Convention & Expo. I believe this is a valuable investment, 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>**

Total Costs: **<$xxxx>**

Please note that the expenses above reflect the advance registration rates, which are good through 15 February 2025. 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 new resources, ideas, and insights to share with our team and advance our work.

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 >**