<**Date**>

**Request to Attend Rosetta Stone User Conference**

Dear <**supervisor's name**>,  
  
I would like to attend the Rosetta Stone K-12 User Conference, taking place November 15, 2017, in Nashville, TN. The conference will feature industry experts, as well as Rosetta Stone staff, discussing the importance of language learning and offering insight into how to leverage technology to meet our language program goals.

I am requesting sponsorship for travel to Nashville, including hotel and meals.

Many of the speakers and learning sessions address my specific needs in the classroom < or “in the school” for administrators>, such as <Insert the benefits or lessons here. For example, the benefits of using Rosetta Stone programs in the classroom, learn new teaching strategies, or discover the best ways to support language learning**.**>.

Presentations by industry experts and experienced Rosetta Stone staff will focus on successful implementations for school districts across the country. I will also be able to connect with and learn from fellow educators who face similar challenges and share my commitment to student achievement.

There is no registration fee for those in districts interested in learning more about Rosetta Stone® Foundations. The conference begins the morning of Nov. 15, and will adjourn by that evening, which reduces the amount of time I will need to be away from school.

Here is the breakdown of convention costs:  
Roundtrip Airfare: <$xxxx>  
Transportation: <$xxxx>  
Hotel: <$xxxx>  
Meals: <$xxxx>  
Conference Fee: <$0>  
Total costs: <$xxxx>. <If you have found ways to save money, you should enter them here>

The opportunity to gain knowledge not only about Rosetta Stone programs but also language learning in general makes my attendance at the Rosetta Stone K-12 User Conference a smart investment. I’m certain it will yield dividends for my students and fellow teachers. I look forward to discussing this conference opportunity with you.  
  
Sincerely,

<**Your Name Here**>