

[Date]

Dear [insert name],

This letter is to inform you about an exciting professional development opportunity I hope to participate in during the upcoming school year.

This year's **40th Annual Carolina TESOL Fall Conference** will be held from November 13-15, 2026 in Charleston, South Carolina! It will be located at the Embassy Suites by Hilton at 5055 International Blvd, North Charleston, SC. Participating in this conference will provide the necessary knowledge and resources needed to support the students and staff of {school/department}.

This year's theme **Bridging Worlds, Building Futures** continues our journey from honoring where we come from to focusing on where we are going together. This year's conference centers on collaboration across roles and disciplines, **bridging worlds** between multilingual learner (ML) specialists, content-area teachers, administrators, district leaders, and higher education partners into shared conversation and practice. By elevating voices in tandem rather than in isolation, the conference highlights how collaborative approaches strengthen instruction and better serve multilingual learners. **Building Futures** calls participants to action. Sessions will focus on practical, research-informed strategies that educators can immediately implement in their schools and institutions across the Carolinas. Together, this conference affirms that when we bridge our worlds, we build brilliant futures for the multilingual students we serve.

I am requesting financial support for my registration, travel and hotel costs. Early-bird registration (April 1-June 30, 2026) is \$300. I am estimating that I will need an additional [calculate for yourself] for hotel accommodations and mileage. In addition, as you develop your Title III budget for next year, please consider allocating funds for sending a team of ML teachers, content teachers, counselors, and school leaders to the conference to gain new ideas for expanding and improving upon our program.

I'm looking forward to this learning experience and if you need any additional information, it can be found at the [2026 Carolina TESOL Fall Conference Website](#). Please feel free to email 2026conference@carolinalesol.com. if you have any questions and I look forward to the professional learning experience I will have in Charleston!

Thank you for your consideration,

[Your name with signature above]