SAMPLE LETTER

{insert date}

Dear {insert decision maker name}:

I am writing to express my interest in and to request approval to attend the School Social Work Association of America’s (SSWAA) National School Social Work Conference on {insert date} in {insert city and state}. Professional development that is focused on the unique perspective and skillset of School Social Workers like me is vital to the provision of services to students and families in {insert school district or community}. The National School Social Work Conference, hosted by SSWAA, brings together professionals from across the country, including international guests, for this specialized training. The conference typically hosts over 600 attendees and has been highly sought after, selling out for the last few years.

As the premiere association for School Social Workers, SSWAA conferences provide a great variety of sessions that are applicable to my work in {insert school and/or district}. Some of the sessions I have identified that will increase my knowledge and sharpen my skills include {insert 2 or 3 breakout session titles}. Particularly of interest to me is a session entitled {insert Keynote or session title of most interest and describe applicability to your work}. All of these sessions will assist me in elevating my knowledge of best practices and trends in the field.

Additionally, attendance at this conference will afford me the valuable opportunity to elevate my practice by gaining tools and resources for conducting meaningful work within our district. When I return from the conference, I will be prepared to share what I have learned along with the valuable tools and resources gained with {insert team or department lead} to support our district with {list initiatives or programs}.

Finally, by attending the conference in {insert city and state}, I will be allowed the opportunity to network with other professionals/peers from across the country as well as nationally renowned leaders in the field of School Social Work. While virtual conference and virtual training opportunities have been commonplace since COVID-19, nothing compares to in-person networking, collaborative conversations, and career building that takes place in the context of an in-person conference.

I am confident that attendance at this conference will greatly benefit my professional growth and development, thus positively impacting the services provided to our students and families. For more information on the SSWAA National Conference, please visit {insert conference web link}.

Thank you for your time and thoughtful consideration on this request.

Sincerely,