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) Summer Symposium 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 School Social Work Summer Symposium hosted by SSWAA, brings together professionals from across the country for this specialized training. As the premiere association for School Social Workers, SSWAA professional development events 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 event 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 event, 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}.

Furthermore, by attending the event 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 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 event.

I am confident that attendance at this event 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 Summer Symposium please visit {insert event web link}.

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

Sincerely,