<date>

Dear <Supervisor’s name>,

I am writing to request [your approval/funding/both?] to attend the Tennessee Association of School Librarians (TASL) Conference in Murfreesboro, TN on September 29-October 1, 2019. TASL is the only state organization specifically established to meet the needs of school librarians, and this opportunity is one of the few events in our state with professional development that is designed primarily for school librarians. The focus of this year’s conference is “Dare to Imagine,” and the sessions will impart ideas and practices that we can adopt in our school library to ensure that our students are prepared with all the skills that they need to succeed in the future.

In this era of high-stakes education, research has shown that strong library programs can significantly impact student achievement. Attendees will be immersed in professional development sessions, valuable networking activities, and discussions with award-winning authors and leaders in literacy education, which are all designed to help librarians build and strengthen the school library program.

I have no doubt that attending TASL will be invaluable to my role in improving student achievement and supporting learning in our school. Thank you for considering this wonderful opportunity for me and for our <school, school district, university, etc.>!

For more information on the conference and TASL, visit [www.tasltn.org](http://www.tasltn.org/).

Sincerely,

<your name typed here>