~ FOR WRS CERTIFIED TEACHER CONFERENCE ONLY ~

Dear [ADMINISTRATOR’S NAME],

Professional learning that addresses key literacy issues and their application to intensive instruction is extremely important for enhancing student outcomes. That’s why I’m so excited about the **Wilson Reading System® (WRS) Certified Teacher Conference** and would like your approval to attend this year.

Hosted by Wilson Language Training®, this conference offers a unique opportunity to connect with like-minded educators, explore compelling research on Structured Literacy and the science of reading, and discover how to apply my learning with the Wilson Reading System.

I’m most interested in expanding my knowledge about [insert topic or session here] which will help me to [insert skill or application of information].

With successful completion, I will earn professional learning hours which count toward renewal of my Wilson® Professional Credential [and/or insert school or licensure requirement].

The **in-person** experience will be held on **July 21-22, 2025, in Boston, MA. Tuition is $599; however, early bird registration by March 17 is only $499.** The Hilton Boston Park Plaza has discounted conference rates of $259 per night plus taxes and fees. My estimated travel expenses are [insert amount here]. Attending in person would allow me to immerse myself in an environment of dedicated literacy professionals, be among the first to engage with important information, and apply learnings at the start of the school year.

[insert following paragraph if relevant] We can also build shared understanding within our school or district by having additional colleagues attend. Special discount rates are available for groups of three or more with savings of $30 per person.

Additional conference details and registration are available at:
<http://www.wilsonlanguage.com/wrs-con-2025/>

I would greatly appreciate your approval to attend the WRS Certified Teacher Conference. Participating in the conference would allow me to better understand the science of reading, guide other teachers, and help our school to improve literacy outcomes for our students. I’d be happy to discuss this request and answer any questions you may have.

Thank you for your consideration,

[Signature]