<**Date**>:

## Dear <Name of Principal or Supervisor>,

Now, more than ever, we can see the need to prioritize the mental, physical, and social/emotional health of our students. They deserve rich, standards-based learning experiences that are accessible and inclusive for all students.

The ASAHPERD (Alabama Association for Health, Physical Education, Recreation, and Dance) Virtual Spring Conference will be held April 11-13th with videos on demand through April 26th. The sessions are presented by leaders in the fields of health education and physical education and I will be gaining evidence and standards-based strategies that I can easily implement into my program. Additionally, I will be able to virtually connect with the presenters to ask questions and seek further clarification. I will also have the opportunity to be motivated and inspired by the General Session keynote speaker. As we approach the end of this challenging year, this inspiration will help me finish strong.

I would appreciate the time to speak with you about the upcoming opportunity to “attend” this conference. I know that it will be beneficial to me as an educator and I look forward to the many ways that it will benefit our physical education program and specifically our students.

I look forward to hearing from you soon.

Sincerely,

## <Full Name>

<**Title**>

Justification