

Dear Administrator,

I am writing to request approval to attend the **108th Annual AATSP Conference in Orlando, Florida, from Wednesday, July 8 to Saturday, July 11, 2026**. The AATSP Conference is internationally recognized as the premier professional development event specifically dedicated to educators of Spanish and Portuguese. This event offers unparalleled learning opportunities for professionals at all levels who are passionate about advancing their skills and knowledge in these languages.

At AATSP 2026, I will have the unique opportunity to attend specialized educational sessions and engage in hands-on learning environments designed to enhance my teaching practices. The conference will provide me with tangible resources and innovative techniques tailored specifically to Spanish and Portuguese language education. I will be exposed to the latest research, current trends, and the most pressing topics in our field today. Upon my return, I am eager to share the invaluable information and resources gathered with our world languages department, thereby equipping our school and district to better support our students' language proficiency and intercultural competence.

Registration includes:

- Access to well over 300 educational sessions specifically tailored for Spanish and Portuguese language educators.
- Entry to an interactive exhibit hall featuring leading companies and organizations, offering additional learning experiences and resources.
- Keynote sessions from renowned experts in the field of Spanish and Portuguese language education.
- Opportunity to network and collaborate with nearly 1,000 language professionals from around the world.

Registration fees start at \$250 for AATSP members and \$350 for non-members. There is a slight increase in rates after the early-bird deadline on **December 31, 2025**. I can join AATSP for \$45 before registering and save \$100 on the conference Early Bird Registration Rate.

I am confident that the knowledge and strategies I will gain from this conference will greatly benefit our students and enhance our language programs. By attending, I will be able to bring back innovative ideas and best practices that will help our students succeed in their language learning journey.

For more information about the AATSP 2026 Annual Conference, please visit the AATSP website: <https://www.aatsp.org/page/2026Conference>.

Thank you for considering my request to attend this exceptional professional development opportunity.

Sincerely,

[Your Name]