Dear [Administrator],

As you know, the world for which we are trying to prepare our students is rapidly changing. We as educators must prepare our students to be technology and information literate so they can find success in a world that may look completely different in 10 years. That need to best prepare our students is why I need your approval to attend the Oklahoma Library Association’s 2018 Annual Conference in Tulsa this April.

OLA 2018 is a conference that I consider essential to my professional development needs. This year especially, as the new National School Library Standards have been released in recent months, I need the intensive professional development training that will be available at OLA. Several sessions on these new standards will give me the background I need to teach to these new learning standards in our school library.

OLA 2018 also offers me as a school librarian the opportunity to learn about much more than the new standards. I will learn about the latest technologies and research-based teaching methods that I can then bring back to our school. I am confident that during the brief time that I will attend conference (April 23-25), I will learn enough that I can make a lasting, positive impact on our school community.

If you give me your approval, you can expect me to return from this short conference with lots of new ideas and insights that I can put to work right away. Please let me know if you would like additional information, or visit OLA’s website at [www.oklibs.org](http://www.oklibs.org).

Sincerely,

[Your Name]