

Dear [ADMINISTRATOR NAME],

I would like to attend the 41st Annual Southern California Conference for Pre-K, TK, Kindergarten, and First Grade educators, hosted by the Southern California Kindergarten Conference, Inc., held at the Pasadena Convention Center on January 29-30, 2027.

This annual conference is intended for Pre-Kindergarten, Transitional Kindergarten, Kindergarten, and First Grade early childhood education professionals to network, collaborate, and get recharged for the rest of the school year. All sessions are grounded in evidence-based strategies with a practitioner's lens and cover all content areas including math, language arts, science, social studies, classroom management, SEL, science of reading, and much more! Keynote Speakers from all over the country bring fresh perspectives and breakthrough ideas that I can bring back and implement immediately in my classroom. I believe attending this event will allow me to grow as a professional, develop my skill set, gain new perspectives, and explore my professional interests.

For your convenience, I have included a breakdown of how much it will cost for me to attend. The full price registration fee is [INSERT COST], but can be reduced to [INSERT COST] if I register by 11/22/25.

- **Registration Fee:** [INSERT COST]
- **Airfare/Travel:** [INSERT COST]
- **Hotel:** [INSERT COST]
- **Food:** [INSERT COSTS]
- **Other Expenses:** [INSERT COST]
- **Approximate Total:** [CALCULATE TOTAL COST]

Investing in my attendance at this conference aligns with our school's commitment to continuous improvement and providing the best possible education for our students. I look forward to sharing the tools, resources, and strategies that I learn from this valuable experience with my entire team so that we can start incorporating them right away into our classrooms.

To learn more about the Southern California Conference for Pre-K, TK, Kindergarten, and First Grade educators, hosted by the Southern California Kindergarten Conference, inc., you can visit <https://www.socalkindergartenconference.org/>.

I appreciate you taking time to review this request and look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns.

Thank you!

Sincerely,