<Date>

Dear <Administrator Name>:

The National Council for the Social Studies (NCSS) will host the nation’s largest and most comprehensive social studies professional development conference online at its 101st Annual Conference, November 15-21. Top social studies professionals from across the United States and around the world will come together at the conference to explore standards-based resources, emerging research, changing technologies, and classroom ready activities. The conference includes more than 300 sessions and speakers in history, economics, civics, geography, and social sciences. This would be a great opportunity for me to join and learn from more than 2,000 social studies educators.

In these difficult economic times, I know that we have to prioritize the commitments that enhance our professional experience. My interest in attending the NCSS Annual Conference is not only for professional growth, but also as an investment for our school. By taking advantage of the wide array of educational sessions, I will build my content knowledge, keep abreast of current topics and trends in social studies education, network with teachers, earn credit toward my certification renewal, and bring hands-on teaching strategies to put to use in the classroom and share with my colleagues when I return.

As an NCSS member, I can attend the virtual conference for only $250, which will give me access to all recorded presentations to view on-demand until April 30, 2022. During the November conference week, pre-recorded sessions and special events will occur after school hours, and the main live speakers and sessions will occur over the weekend. This means our school will not need a substitute to cover my classes, nor would I be traveling out of the district. I can fully participate in this conference without affecting my class schedule and assignments.

More information is available at [www.socialstudies.org/conference](http://www.socialstudies.org/conference).

Thank you for understanding why attending this conference would be a tremendous benefit to me and to our school.