Dear [Supervisor],

As [my title], my responsibility is to ensure that our financial decisions support the objectives of the district. This includes promoting a positive workplace culture, building strong connections with our stakeholders, and maintaining an informed perspective on how to maximize resources for our students.

I would like to bring to your attention—and submit my request to attend—an exceptional opportunity for enrichment and skill sharpening that is designed specifically for financial and operational leaders within the school business profession. ASBO International’s Executive Leadership Forum offers an interactive experience that brings leadership experts together with top school business professionals to address issues and approaches that apply to the very specific realm of school finance.

Two of the sessions I believe will be particularly valuable for our district are:

* “Strategic Leadership for Executives in Education,” which will address the particularly niched knowledge base of the school finance and administration field and offer leadership strategies for translating that perspective to engage and influence stakeholders.
* “Inclusive Leadership 2030: Strategies and Practices for the Future Workforce,” which will explore new leadership and organizational models for inclusive and high-performing workplace cultures with a workforce that is evolving in uncharted ways.

In addition to these and other valuable sessions that provide CPE credits and SFO recertification contact hours, the conference offers school business officials the unique opportunity to strengthen our business and operational acumen by interacting with peers from outside of [state, province, or country] in a close-knit, collegial format. I’ll also have a chance to discuss products and solutions with industry experts and colleagues who have insight on different approaches to meeting our district’s needs.

I would be happy to share my new knowledge with district colleagues when I return, through both workday interactions and a written summary of my takeaways.

The estimated cost for attending the Executive Leadership Forum, including travel, lodging, and event registration, is [$xxxx]. I believe it would be a sound investment in the future of our district and hope you will agree.

Thank you for considering this leadership development request. Please let me know if you would like more information about the conference or would like to discuss this possibility further. You can also visit [asbointl.org/Forum](https://asbointl.org/meetings-professional-development/executive-leadership-forum).

Sincerely,