Dear [Principal/Administrator Name],

I am writing to request approval to attend the 2019 EntreEd Forum held in Lexington, Kentucky on September 27-29, 2019.

As an attendee, I will have the opportunity to attend presentations from leading educators in entrepreneurship education. These educators have made significant strides in helping their students succeed and improving outcomes for their school. Many of our students face economic, social, and emotional barriers that challenge their education. The EntreEd Forum highlights the importance of entrepreneurship education in addressing and overcoming those barriers.

The Forum offers three tracks: entrepreneurship, entrepreneurial, and entrepreneurism. ***Entrepreneurship*** provides a foundation to infuse entrepreneurship into our current classrooms, elevating the financial and economic literacy of our students and their management/leadership skills. ***Entrepreneurial*** helps foster entrepreneurial mindsets so that our students have the grit, perseverance, creativity, and growth mindset to succeed in the future of work. ***Entrepreneurism*** focuses on creating a culture of innovation and supporting teacher creativity and innovation. Takeaways from these sessions will be directly applicable to the classroom and will greatly improve student engagement and achievement.

Registration is $325 and includes two full days of hands-on and engaging professional development, with breakfast and lunch provided. There’s also an administrative track that takes place on Friday, September 27th that provides guidance for administrators to build a culture of entrepreneurship within their school for only $100 for a full-day training. Hotel rooms are offered at a special discounted rate of $139/night. On August 1, registration rates will increase to $399 for the full conference and $150 for the administrative track.

With my registration, I will:

* learn the latest trends in entrepreneurship education and how to apply them in my classroom,
* learn how to create sustainable entrepreneurship strategies that bring additional funding and opportunities to our school, and
* re-energize and motivate our team to think creatively about challenges.

By attending the 2019 EntreEd Forum, I’ll learn new strategies and skills to innovative learning and transform the future of our students. After the conference, I’ll share what I have learned with my colleagues to help spark new ideas. Thank you in advance for your consideration. I believe attending the 2019 EntreEd Forum will help students, team members, and myself expand our knowledge base and create a better community.

Sincerely,