

## SAMPLE LETTER FOR THE EMPLOYER

*Fill out the template and send this email to your supervisor and/or HR colleagues. Delete everything that is written in red italics.*

*Topic:* Attending the EdCrunch Reload Conference

Good afternoon, *[Name of supervisor and/or HR]!*

For the purpose of professional development, I want to attend Europe's largest [conference on new technologies in education EdCrunch Reload](#), which will be held on November 23–24, 2022. I can take part in the conference on November 23–24 in the Republic of Kazakhstan (Almaty), as well as online.

I ask the company to pay for my participation in the event *[choose the appropriate option: in person on November 23-24 in Almaty, in online format on November 23-24]* in order to find and apply the best educational ideas and practices in our organization.

Experts from all over the world speak at the conference every year. Participation in EdCrunch Reload will allow me to get acquainted with advanced trends in education, learn more about foreign approaches and practices, methods and technologies in teaching. The organizers have prepared a high-quality professional program that highlights topics that capture all levels of education, including a topic of *[choose or write your own: corporate training, preschool education, school education, higher education, business in EdTech]* which is directly related to my work.

### **At the conference, I plan to:**

- gain new knowledge in the field of education, improve my skill level;
- learn from the experience of leading experts from around the world;
- get new ideas and knowledge to work on projects in our organization;
- meet and exchange contacts with community representatives.

The cost of my participation will be:

*[airfare, accommodation, conference ticket]*

After the conference, I am ready to prepare a report with key ideas and conclusions that can be used for work in our organization.

Is the organization willing to pay for me to attend this event? Thank you!

*[Date, signature]*