**<Insert the respective information in the brackets below. To learn more and help fill in the blanks, visit** [**https://www.pltw.org/events**](https://www.pltw.org/experience-pltw/events)**. You can also find the general event agenda** [**here**](https://www.pltw.org/experience-pltw/events)**. >**

Dear Name,

I would like to attend PLTW Summit 2022 in Orlando, Florida at the Orlando World Center Marriott from October 28-30, 2022. PLTW Summit 2022will feature sessions that are directly applicable to my work on **<initiatives or project(s) you are working on>**.

PLTW Summit 2022 includes in-depth training sessions, demonstrations of the latest technologies, resources for our **<institution, classrooms, organization, etc.>**, and hands-on workshops. At PLTW Summit 2022, I’ll have the opportunity to continue my professional education.

PLTW Summit 2022 also provides networking opportunities with educators from across the country and others committed to empowering students to thrive in our evolving world. It's a great opportunity for me to gain first-hand insights on **<classroom solutions/relevant, engaging, hands-on learning/name subject areas or specific products interested in>** from breakout sessions, keynotes, and vendors and sponsors.

I’m seeking your support for the registration fee and travel expenses, including hotel accommodation and meals, during my stay in Orlando, FL for the conference. The registration fee for PLTW Summit 2022is **<add actual> –** an incredible value considering the opportunities I’ll have to **<enhance my knowledge about important subject areas/make connections with partners and vendors/insert your key reason for attending PLTW Summit 2022>**.

Below is an estimated breakdown of costs:

* **Airfare:** **<add actual>**
* **Transportation:** **<add actual>**
* **Hotel:** **<add actual>**
* **Meals\*:** **<add actual>**
* **Registration Fee:** **<add actual>**
* **Total: <Insert total>**

*\*Registration includes two breakfasts, two lunches, one evening reception, and four coffee/snack breaks.*

PLTW Summit 2022 presents a professional development opportunity for me to enhance my skills in **<areas of interest>** while strengthening contacts in the **<insert your specific field>** field. My attendance at this conference is a professional investment that supports streamlined practices, real-world solutions, and a network of peers to call upon.

For more information on the event, you can visit [pltw.org/events](https://www.pltw.org/experience-pltw/events).

I look forward to your reply.

Sincerely,

Insert Name Here