**Subject Line:**

Why I need to attend the ACCSC PDC

Hi Name,

I’m writing to request approval to attend [ACCSC’s Professional Development Conference](https://na.eventscloud.com/website/54322/home/), or the PDC, this coming September 18 – 20, 2023 at the Crystal Gateway Marriott in Arlington, Virginia.

Being able to participate in the PDC will allow me to experience three days of learning and sharing best practices with other schools, to participate in a community of education partners, and make meaningful connections in our industry. The educational sessions are presented by leaders in the education community who are making meaningful contributions to their schools and organizations, and they want to help our students succeed as well. I’ll also be able to participate in a session on equity skills and strategies for those of us in higher education and hear from a higher education policy specialist on recent and upcoming federal post-secondary education policy legislation and regulations.

Once the final agenda is published, I will share it with you so we can make a roadmap of the sessions we think would be best for me to participate in. The PDC’s education sessions focus on excellence in accreditation, faculty and staff development, career and student services, community connections, and trends and innovations. I’d like to focus on sessions that could benefit these projects:

[add project, initiative, concern, etc.]

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I will also have an opportunity to interact directly with ACCSC’s Commissioners and staff to further strengthen our school’s commitment to excellence for our students. As you know, we often reach out to ACCSC Staff Name for assistance, and it would be wonderful to meet them in person.

Here’s an approximate estimate of the conference costs:

* Airfare $### (current roundtrip to DCA)
* Transportation $30 approx. to/from the hotel/airport
* Hotel $###
* Registration Fee $###
* Total $###

After the PDC, I’ll schedule time for us to sit down and see how what I learned can be integrated into our school to help our students and staff.

I appreciate your considering this request. Please let me know if I have approval to attend this valuable event, as the earlier I make my travel arrangements, the more cost friendly they will be! I look forward to your reply.

Thank you,   
Name