Dear [Insert Your Bosses Name],

I eagerly request your approval to attend the 2020 Autism Education Conference hosted by The Light House held Thursday, April 30th from 8am-4:30pm at the Mashantucket Pequot Museum in Ledyard, CT.

AEC is the only conference in Southeastern Connecticut that focuses on autism education. It offers professional development and learning opportunities for educators across all disciplines including classroom teachers, curriculum and instruction leaders, service providers, parents, caregivers, and therapists. Attending will provide me with new resources, leading education trends, and ready-to-implement strategies.

**Registration includes access to:**

* Keynotes and featured speakers
* Sessions and workshops
* Networking with educators, therapists, related service providers, caregivers and parents
* Access to related exhibitors from all over Connecticut

The conference is only $75 to attend and I am confident that I will learn valuable information and skills that will further support our students and have a positive impact on my work in the classroom. AEC also offers group discount rates for organizations purchasing four or more registrations.

Thank you in advance for your consideration, I look forward to hearing from you soon so that I can make arrangements to attend this event. Please feel free to visit the AEC 2019 website at www.lhcampus.com/aec2020 for additional information on the conference.

*Sincerely,*

[Your Name]