[Date]

Dear [Administrator],

I would like to request funding to attend Reading Apprenticeship Professional Learning events, from [date] to [date].

As we know, our school is working to improve students’ access to discipline-specific literacy learning opportunities, especially through recent efforts such as [name initiatives, curricular shifts, assessments, goals, etc.]. There is room for new learning and improvement, and I would like to engage in such learning to improve my instructional practice.

WestEd’s Reading Apprenticeship program has a decadeslong evidence-base and is designed for secondary teachers. The professional learning events that I am requesting funds to attend will allow me to reflect on my practice and deepen my understanding of foundational, evidence-based reading routines to support all of my students’ reading development.

The fee to attend these events is [$\_\_\_] and may be paid online using a credit card or via purchase order. In addition, should we decide to send a team of teachers, there are opportunities for further professional development during the school year, which can ensure our individual learning continues and systemic change is possible.

For more information, please visit <https://readingapprenticeship.org/>. Thank you in advance for your consideration.

Sincerely,

[Your Name]

[Job Title]

[School Site]