

Dear [Administrator's Name]

I'm writing to request approval to attend the [Spring CUE Powered by CALIE Conference](#) in Palm Springs, California, on March 19-21, 2026.

The conference focuses on innovative educational practices and technology integration, offering valuable professional development and networking opportunities with educators across the region, to share best practices. My attendance will help enhance our school community's ability to leverage technology for improved student engagement and outcomes.

I am particularly interested in attending *[insert tracks(s) and details on WHY you are excited for this session]*.

Registration pricing is as follows: *[Indicate whether you are a member or not]*

Early Bird Registration:

CALIE Member: \$380

Non-Member: \$515

Standard Registration

CALIE Member: \$460

Non-Member: \$620

I anticipate travel expenses to be *[total amount for hotel, meals and transportation]* A limited number of discounted rooms will be available at the [conference host hotels](#).

If you have any questions, we can reach out to [info@joincalie.org](mailto:info@joincalie.org)

Thank you for considering my request. I am eager to contribute meaningfully to our success and look forward to your response.