Dear Supporter,

Thank you for your work serving the students and teachers in our district. I am committed to delivering high-quality instruction to our students and continually honing and refining my skills as a teacher. I am seeking your financial support to attend the Organization of American Kodály Educators (OAKE) National Conference so that I can continue to refine my skills as a music teacher and provide the best music education possible for our students.

OAKE is an organization inspired by the vision of Zoltán Kodály, a prominent composer and musician who influenced music pedagogy through his research and dedication to bringing high-quality music education to all children. OAKE’s mission is to:

* Support music education of the highest quality,
* Promote universal music literacy and lifelong music making, and
* Preserve the musical heritage of the people of the United States of America through education, artistic performance, advocacy and research

The OAKE National Conference is packed with professional learning opportunities from distinguished and diverse national and international presenters. I will be able to learn about the latest research in music education and how it relates to current standards. I will also observe live teaching demonstrations and musical performances, including the OAKE National Honor Choir Concert – several choirs made up of over 450 auditioned students from across the country.

Here is a link to more information about the conference and registration: [oake.org/conferences/](https://www.oake.org/conferences/). You will see that there are over 65 sessions on topics that will help me serve music students in our school. I am especially interested in attending the following sessions: (List two or three specific sessions you plan on attending, especially sessions related to your personal, school or district goals and mission statements)

Professional OAKE members are able to register for the conference at a significant discount. I am seeking financial assistance for (complete your request - i.e. two sub days, cost of registration, +mini-conference, etc.), and I would appreciate any guidance on requesting professional development funds that might be available through (the campus, district, education foundation, or Title II Part A grants).

OAKE extends complimentary registration to administrators who'd like to attend the National Conference and see the approach in action. Please let me know if you'd consider this opportunity and I'll contact the OAKE office directly (info@oake.org).

Thank you for your consideration of this professional development opportunity and its positive impact on a quality education for our students. I would be happy to discuss this further or answer any questions you may have at your convenience.

Sincerely,

(Your Name)