

Dear (Insert Administrator's Name Here),

You may have heard this mentioned before. I would like to attend the Quest Education Systems workshop (Insert Title of Workshop Here) on (Insert Date Here) in (Insert City Here).

Quest Education Systems is a professional development company that conducts several different workshops through the country. They are specialists in Improving Test Scores, Bullying, Data Interpretation and Motivation.

I believe that (Insert Title of Workshop Here) will benefit me greatly as a (Insert Job Title Here). This is the perfect opportunity for me to better my skills and share what I have learned with other staff members and students. I would be happy to give a brief presentation of what I gained from this workshop so others could benefit as well. Plus, it is a single day workshop so I would only be out of school for one day.

Every registrant receives a copy of the workshop plus five hours of professional development complete with certification. This is the perfect way for me to further my education and better our school. If you would like to see more information about this workshop, please download the flyer at www.QuestEducationSystems.com. If you want more details regarding the workshop, please call Quest at (866) 942-4430.

I hope you consider allowing me to attend (Insert Title of Workshop Here). Thank you for your time and I look forward to hearing from you.

Sincerely,

(Your Name)