

<Date>

Dear <Administrator>:

I would like to attend the 2018 Michigan Music Conference, to be held January 25-27, 2018 in Grand Rapids. Now in its 13<sup>th</sup> year, the Michigan Music Conference (MMC) offers pre-service, active and retired music educators the opportunity to attend a plethora of workshops, concerts and organizational meetings at the Devos Convention Center & Amway Hotel. This three-day event is designed for band, choir, orchestra and general music teachers, providing scores of professional development activities approved by the Michigan Department of Education and specifically designed to be immediately effective in the classroom or rehearsal hall. Workshop sessions and concerts are specifically designed to provide educators with the tools they need to address the Michigan Content Standards. Concert literature is specifically chosen to provide directors fresh ideas for their ensembles. All educators can receive continuing education clock hours (SCECHs) for attending the MMC if they so choose, providing educators the opportunity to earn credits toward the renewal of their state teaching certificate.

*<If your district will allow, please feel free to include a reimbursement request for:*

*-Registration (both early, late & on-site prices)*

*-Hotel*

*-Mileage*

*-Parking*

*-Meals*

*-Substitute Teacher*

No other music education professional development event exists in Michigan that provides the breadth and depth of workshops, quality of presenters, variety of sessions from all content areas and the opportunity for professional growth. Please allow me to attend the 2018 Michigan Music Conference—it is an event all music educators cannot afford to miss!

Best Regards,

<Your Name>

<Position>