# **Justification Letter to Heads of School**

Need help persuading your head of school to send you to NAIS Thrive 2025? Simply copy and paste the template below and fill in missing areas to personalize your letter.

**Subject: Request to Attend NAIS Thrive 2025 Conference**

Dear [Head of School’s Name],

I am writing to express my interest in attending Thrive 2025, the NAIS annual conference, February 26-28 in Nashville.

NAIS Thrive inspires and empowers school administrators and teacher leaders through dynamic programming and inspiring speakers. Attending a national conference of this scale will offer invaluable opportunities for networking, learning, and leadership development and enable me to stay abreast of the latest trends and innovations in education. Building strong professional connections is essential for fostering continuous improvement and innovation within our school community. By engaging with fellow educators from diverse backgrounds and participating in presentations from some of today’s most exciting educational leaders, I aim to bring back fresh perspectives and strategies that will benefit our students, faculty, and overall mission.

Attending NAIS Thrive 2025 will contribute significantly to my professional growth and, by extension, enhance our school's capacity for excellence. I respectfully request your support and permission to participate in this transformative learning experience.

Thank you in advance for your consideration. I am grateful for your ongoing support of my professional development and look forward to the opportunity to represent our school at Thrive 2025.

[Your Name]  
[Your Position]