Dear [Principal's name],

I am writing to request your approval to attend the upcoming **CompCON conference**, a professional development opportunity specifically designed to bolster our school's science of reading (SoR) initiative.

As you know, recent research reinforces the need to teach the five pillars of reading instruction outlined by the National Reading Panel—phonemic awareness, phonics, fluency, vocabulary, and comprehension. In addition, Scarborough’s Reading Rope© illustrates that skilled readers require explicit instruction in *both* word recognition and language comprehension.

Knowing that we are committed to providing our students with a comprehensive SoR program, I would like to attend CompCON to learn how to better teach the pillar of comprehension and the strand of language comprehension. I want to ensure my students don't just master decoding but can also navigate the meaning-making side, too. Since comprehension *is* an essential component of the SoR, CompCON aligns perfectly with our goals and initiatives.

While our school has adopted reading materials that include grade-level texts to *practice* comprehension skills, it lacks explicit lessons that teach students *how* to think critically and *how* to achieve a deep understanding of an author’s ideas. Whether attending virtually or in person, during this two-day conference, I will learn grade-specific lesson ideas that make abstract and invisible thinking processes more concrete and engaging through direct, explicit, whole-class comprehension instruction.

Thank you for considering my request. I am confident that the knowledge and resources gained at CompCON will significantly benefit both me and my students.

Sincerely,

[Your Name]