Feel free to use this template to advocate for attending the 6th Biennial FAME Conference in Chicago. Please customize this letter to your individual situation.

Dear Administrator,

As this new school year gets underway, I want to thank you for continuing to support the goals of our general music program. As an educator who has seen all of our students consistently over the years, I strive to give each student the opportunity to achieve their innate music potential and to provide all students with the finest possible musical experiences. I am also dedicated to furthering my potential as an educator, seeking experiences that help me grow in my knowledge and ability so that I may continue to bring the best to my students. I am a member of several music organizations (mention affiliations) and I attend state and national conferences, in-services, Saturday sessions, and summer week-long workshops, whenever possible. (if applicable, mention that attendance is required for the continuation of my professional educator certificate).

One such opportunity is the Feierabend Association for Music Education (FAME) Biennial Conference, to be held this coming summer. FAME is recognized as one of the leading music education approaches throughout the United States and in many parts of the world. It is founded upon the work of Dr. John Feierabend, whose research has resulted in numerous publications and two music curricula: First Steps in Music, a music and movement program for infants through elementary-aged children, and Conversational Solfege, a music literacy method for use in the general music classroom. (if applicable, mention which curriculum you use, and perhaps how it has transformed the music culture of your students). It is unique, however, in that it is a research-based pedagogy. It also provides an authentic assessment of student progress to guide instruction further and provide differentiated instruction.

This conference will bring together music educators from around the world to explore best practices in teaching methods with colleagues who share a passion for advancing musical learning for all students. With more than 30 sessions, this conference will offer informative and engaging professional learning opportunities presented by FAME-endorsed Teacher Trainers and experienced practitioners.

Registration will open soon, and a significant discount will be offered to those registering early. I am requesting (registration, reimbursement, housing, travel, etc.), support for this conference through (your district's reimbursement protocol) professional development funds or any other resource that may be available. I would appreciate any guidance in this matter.

More information about FAME may be found at <a href="http://www.feierabendmusic.org">http://www.feierabendmusic.org</a>. Specific information about the 2026 Conference <a href="may be found at this link">may be found at this link</a>. I would be happy to discuss any of this at your convenience; especially how implementing this pedagogy has transformed our music curriculum and the lives of our students and community.

Sincerely,