To:

From:

Date:

Subject: SDAHO Annual Convention Attendance

Registration is now open for SDAHO’s Annual Convention Attendance, and I am seeking your support to attend this event in Rapid City, SD from September 26th – 27th.

Attendance at this conference would allow me to gain new perspectives, develop my skill set, explore my professional interests, as well as an opportunity to potentially bring new ways of achieving our organizational strategic goals. For example, *(insert your organization name)* is working towards *(use benefit identification table examples here)*.

In addition, after reviewing the speaker and exhibitor/vendor biographies, I would like to network with these people in particular:

*(add speaker name, title, organization, and key interest area here)*

I am seeking approval for *(your organization’s name here)* to cover the conference’s expenses. For your convenience, I have included the estimated expenses for me to attend. *(use the calculating expenses table information here)*

Registration fee: *(insert cost)*

Airfare/Travel: *(insert cost)*

Hotel: *(insert cost)*

Estimated Total: *(insert cost)*

To ensure this experience benefits my team, I can prepare a brief write-up or presentation after attending to share what I have learned.

To learn more about SDAHO Annual Convention Attendance, visit <https://sdaho.org/convention/> .

Thank you for taking the time to review this request and I look forward to speaking with you about this win-win opportunity.

Sincerely,

*(Name, title, department)*