**<Date>**

Dear **<Supervisor’s name>**,

I would like to attend the NHRMA 2017 Conference & Tradeshow, Monday, September 25-Wednesday, September 27 at The Riverhouse on the Deschutes in Bend, Oregon. The Conference is the premier venue where Human Resource professionals can share ideas, earn sought-after recertification credits, increase knowledge and learn about valuable services and supports.

Participating in the Conference will enable me to attend a number of informational workshops which are directly applicable to my work and will allow me to network with a variety of human resource professionals and colleagues from throughout the Northwest. Many of the presentations are tailored to the **<your profession>** and give information on how to **<list benefits to your responsibilities>**. I am seeking your support for the registration fee, travel expenses to and from the Conference, and housing during the Conference. A detailed cost breakdown is included below.

After reviewing the workshops online, which are facilitated by leaders in the field, I have identified many that will allow me to gain knowledge and understanding about how we can **<insert a benefit directly related to your position>**. I have only listed some of the workshops that I would like to attend, as including them all would make this request much too long.

**<Insert the workshop descriptions that most apply to your responsibilities.>**

The standard conference fee is **$575**, but can be reduced by $100 if I register by June 2, 2017.

**<You will need to insert your travel cost numbers here.>**

Here is the breakdown of conference costs:

NHRMA 2017 Conference & Tradeshow

Registration Fee: **<$475>**

Pre-Conference Workshop: **<$99>**
Transportation: **<$xxxx>**
Hotel *(indicate if you are going to share with a roommate)* : **<$xxxx>**
Meals: **<$xxxx>**
The total costs associated with attending this Conference are: **<$xxxx>**.

As I detailed above, the opportunity to develop new contacts and gain knowledge in specific areas of **<your profession>** makes my attendance at the NHRMA 2013 Conference & Tradeshow a wise investment.

Thank you for your consideration,

**<your name here>**