Customizable Letter to Supervisor

Dear <**supervisor's name**>,

I would like to attend the 2016 NARA Annual Licensing Seminar, September 19-21, 2016, in Portland, Oregon. The seminar will enable me to attend a number of educational sessions that are directly applicable to the work of our organization and will allow me to network with a variety of regulatory experts and colleagues. Many of the presentations are tailored to the <**Insert your primary function here, *i.e. regulatory administration and policy, legal and enforcement, etc*.**> and give information on how to <**insert benefits/lessons here, *for example: improve efficiency, maintain integrity and transparency, understanding trends in the regulatory area, etc.****>.* I am seeking funding for the registration fee, travel expenses to the seminar, and lodging and meals during the seminar. A detailed cost breakdown is included below.

After reviewing the seminar brochure, I have identified a number of education sessions which address the specific needs and challenges we face and will provide helpful information on how we can improve and enhance our regulatory mission. The presentations are facilitated by experienced regulators, scholars, legal professionals, elected officials and many others with unique perspectives on the role of human care regulation. Getting the information in a seminar format will greatly reduce the research time and costs that <**your organization’s name**> would normally incur in researching the topics. Incidentally, I have only listed some of the sessions that I plan to attend. Including them all would make this memo much too long.

**<Insert the session descriptions which most apply to your responsibilities**.>

**<The numbers in brackets below will need to be adjusted to reflect the current pricing and whether or not you/your organization is a member of NARA. The travel costs vary as well and should be changed to reflect your costs.**>

I have included a breakdown of approximate costs to attend the NARA Annual Licensing Seminar as well as a features and benefits worksheet that specifically targets our current needs, indicating how attending this event can help provide the information, resources and support we need to fulfill our mission of consumer protection through prevention. The opportunity for me to develop better contacts and gain knowledge in specific areas of <**your area of expertise**> makes my attendance at the NARA Annual Licensing Seminar a wise investment, and I look forward to hearing your response regarding my proposal to attend.

Sincerely,

<**your name here**>