Dear [SUPERVISOR’S NAME],

I wish to attend the NCSEA Leadership Symposium, August 11-14, 2019 in Minneapolis, Minnesota and would greatly appreciate your support.

By participating in this premier Child Support event, I will enjoy relevant, quality educational opportunities aimed at directors, managers, leaders, and future leaders in the child support community. I will have opportunities to:

• Gain knowledge that I can apply to my job responsibilities

• Empower myself to confidently meet the challenges facing the business

• Engage with Child Support thought leaders and professionals to build valuable professional relationships

After reviewing details about the event, I have identified many education sessions that will allow me to gain valuable knowledge and to develop leadership skills that I can apply to my work at [your organization’s name]. The presentations will be facilitated by frontrunners, both in and out of IV-D, who have a deep understanding of the field.

I am seeking support for conference cost fees. A breakdown of conference costs includes:

2019 registration fee: [$XXX]

Hotel rate per night: [$XXX]

Airfare/transportation costs: [$XXX]

Meals: [$XXX]

Approximate total cost of attending: [$XXX]

This conference is an investment that will help me develop best practices to apply to my work, build a strong network of colleagues, and inspire me to succeed. A few of the sessions of interest to me are [enter session names].

If you give me the go-ahead to attend NCSEA 2019—and I sincerely hope you will—you can expect me to return from Minneapolis with plenty of new ideas and insights I can put to work right away. Please let me know if you would like additional information, or visit NCSEA’s conference website.

Thank you for considering supporting my interest in professional development!

Sincerely,

[Your Name]