Customizable Letter to Supervisor

Dear <**Supervisor's Name**>,  
  
I am writing to request funding approval to attend NARA’s Annual Licensing Seminar, <**insert dates here**>, in <**insert city and state of Seminar location here**>. This Licensing Seminar will enable me to attend educational sessions 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 requesting funding approval for the registration fee, travel expenses to and from Seminar, and lodging and meals during Seminar. A detailed cost breakdown is included below.

NARA is an international non-profit professional association founded in 1976 representing all human care licensing. The Licensing Seminar is the premier event in which human care regulators and providers come together to network, share best practices and glean strategies for improving their regulatory practices.

After reviewing the Seminar information, 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. Below are a selection of sessions I plan to attend.

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

**<The numbers for each line below 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. Please refer to the Seminar Expense Worksheet for information and tips.**>

Registration Cost: $

Travel Costs: $

Per Diem/Meals & Incidentals: $

Lodging Cost: $

**Total Estimated Cost: $**

I have included a breakdown of approximate costs to attend NARA’s 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 NARA’s Annual Licensing Seminar a wise investment, and I look forward to hearing your response regarding my request to attend.   
  
Sincerely,

<**your name**>

<your title>