

Sample Letter Requesting Support

Date
Boss's Name
Title
Address

Dear _____:

I am writing to request financial support for my attendance at MSAE's Leadership Conference at Grand View Lodge in Nisswa, MN on October 26-28, 2014.

MSAE is the *association for associations* with a community of more than 1,000 members across the Midwest. It is the regional resource for professional development, continuing education, career growth, and connecting with other association professionals. At their annual Leadership Conference, MSAE offers high quality educational programming designed to strengthen association staff effectiveness. In addition, the conference offers the opportunity to network with 130+ association executives and members.

The cost of registration is \$[insert price], which is the best value in the region for similar industry conferences, and it includes all education sessions, meal functions, networking and course materials. This year's sessions cover topics such as *[insert names and descriptions of topics relevant to your field, your organization's goals for the year, etc.]* and the skills and information that I will be able to bring back and use on the job will provide a tangible benefit to *[the organization name]*. A copy of the conference brochure is attached for your review.

[If the organization is likely to cover any or all travel and accommodations add]

Cost savings for travel and lodging can be minimized by sharing a room with another MSAE member (or suggest splitting the cost with the organization).

I appreciate your consideration in granting this request.

Sincerely,

Your Name