

Dear <Manager/Supervisor>

I would like to attend the National Student Employment Association, 2018 Annual Conference held on October 17-18, 2018 at Milwaukee, WI.

The conference theme is “What’s Brewing in Student Employment” and it is the premier event for student employment professionals. Each year’s agenda focuses on topics that are relevant and trending with college employment issues. These would be very relevant to my job challenges right now and may provide us great insight into how other institutions are working on similar issues.

The conference features a keynote speaker, a federal update, workshops and panel discussions. Networking with the colleagues sharing similar experiences and sharing ideas will prove to be invaluable for me.

Please check out the conference website <www.nsea.info>. I have been following the conference twitter stream<@NSEA_Info>, and there is a lot of buzz about this event!

The cost to attend the conference will be the registration fee, travel expenses, hotel, a meal per diem and parking. I also wish to participate in the post conference training being offered on Friday, October 19th for only \$59/69 (member/non-member rates) more.

The total cost for the conference is <fill in the blank>. The detailed cost breakdown is listed in the paragraph below.

Here is my estimated breakdown of conference costs:

Conference Fee:

Additional Post Conference Student Employment Training Session:

Airfare/mileage:

Transportation to and from Hotel:

Hotel:

Meals:

Total :

I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with industry colleagues, meet the keynote speaker, attend valuable educational sessions and gain specific industry knowledge. My attendance at this conference is a wise investment and will benefit our organization and promote growth and new ideas.

Sincerely,

Present this letter to your manager along with the detailed agenda