<<DATE>>

<<SUPERVISOR’S NAME, TITLE>>

<<GOVERNMENT AGENCY>>

<<ADDRESS>>
<<CITY, STATE, ZIP>>

Dear <<SUPERVISOR’S NAME>>,

I am requesting to attend **Deaf in Government’s Employment & Government workshop track** that will take place at the National Association of the Deaf (NAD) Biennial Conference in Chicago, Illinois, on July 1 through July 6, 2024. I believe that attending this training will benefit both <<GOVERNMENT AGENCY>> and myself because what I learn at this training will enable me to become a more productive worker and a valuable asset to <<GOVERNMENT AGENCY/OFFICE>>.

Deaf In Government’s (DIG) Employment & Government workshop track is specially tailored for deaf, late deafened, deaf disabled, deafblind, and hard of hearing government employees who wish to enhance leadership skills and government experience. DIG has a reputation for providing the top speakers and trainers, approved by the U.S. Office of Personnel Management (OPM), and attended by hundreds of government employees from around the country and serving the American people from around the world at military bases and embassies.

Topics presented at this conference will include career and professional development topics as well as personal development. For instance, typical workshops include those on workplace interpersonal dynamics, career advancement, leadership and communication abilities, networking skills, and more. All of those will directly increase my knowledge of business and career practices, and will enhance my performance on behalf of <<GOVERNMENT AGENCY/OFFICE>>.

It is not often that an opportunity comes along for me to go to a conference that is fully accessible to me, so it is my hope that you will approve my attendance at this conference. The NAD Conference provides enormous value for money because the registration fee is only $XXX if I register by May 31, 2024. This fee includes all workshops, general and NAD business sessions and the exhibit hall. Additional costs will be meals, transportation from here to the conference location in Chicago, (insert cost of airfare/train, mileage here), the cost of a hotel room ($XXX night, plus tax, for XX nights, or approximately $XXX).

This training program is qualified as training in compliance with 5 U.S.C. Chapter 41. The program agenda and registration will be found at <https://chicago.nad.org/>. For the benefits that I expect to derive from this conference, I believe my participation would be cost-effective, and I hope you will agree and allow me to attend.

Sincerely,

<<YOUR NAME>> <<TITLE>>