*[Date]*

*Dear [name of your supervisor],*

*I am requesting support to attend the 2024 National Association of the Deaf (NAD) Biennial Conference that will take place in Chicago, Illinois on July 1-6, 2024.*

*My attending this conference will greatly benefit not only myself but also [name of your company/agency] because training provided at this conference will enable me to become a more productive worker and a more valuable asset to [name of your company/agency].*

*The NAD was established in 1880 by deaf leaders who believed in the right of the American deaf community to use sign language, to congregate on issues important to them, and to have its interests represented at the national level. The NAD today ensures that the needs and concerns of the nation’s deaf and hard of hearing community are well represented on the federal level through collaborative and cross disability efforts with consumer based and professional organizations.*

*Biennial NAD Conferences are specifically tailored for Deaf, DeafBlind, Late Deafened, Hard of Hearing, and hearing consumers, educators, professionals, and business owners and managers. With this design, the information I receive is directly accessible and useful to me, and therefore also beneficial to [name of your company/agency].*

*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 [name of your company/agency].*

*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) and my being out of the office for a few days.*

*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]*