Dear *(Insert Supervisor Name Here)*

I’d like to request your approval to attend the **2022 NALA Conference & Expo** as an *(Insert Attendee Type)* this July 14th-16th in Phoenix, AZ.

The legal field is constantly changing with new laws and procedures, and as a paralegal, it is my job to stay up to date on this information. Education, networking, and professional development are top priorities at this event. This paralegal-focused conference is packed with more than 30 education sessions, all led by speakers who are experts in their field.

**Education sessions at this event include:**

* Anatomy of an Appeal
* Law Enforcement and Legal Staff
* Social Media and Paralegals – Ethical Pitfalls
* Trauma-Informed Legal Advocacy
* And many more!

I will be amongst hundreds of attendees who are knowledgeable and passionate about the paralegal profession. I will learn new information and skills and improve upon existing skills to further advance my paralegal expertise. This event will give me the opportunity for hands-on learning and dialogue with leading experts. In addition, the Expo Hall features various businesses and organizations that I can engage with that could have a positive impact on our organization. You can learn more about the 2022 NALA Conference & Expo on their [website](https://nala.org/education-5/nala-conference-expo-2/).

**Here’s an approximate breakdown of conference costs:**

|  |  |
| --- | --- |
| Registration Rate: | $ |
| Hotel: | $ |
| Airfare: | $ |
| Transportation & Parking: | $ |
| Meals: | $ |
| **TOTAL:** | **$** |

For us to get the best return on investment from this conference, please keep in mind that the earlier I can register, the less expensive it will be.

Approving this investment will pay off in more efficient practices, new insights, and ideas. I am confident that this investment will be beneficial not only to myself, but also to the overall value of our company.

Thank you for your consideration, and I will work to ensure we get the full value of this event.

Sincerely,

*(Insert Your Name Here)*