Hello **(SUPERVISORS NAME),**

I am contacting you to discuss a professional development opportunity that I would like to attend. I am committed to furthering my professional skills, and I believe this opportunity will be beneficial to my work and the **(NAME OF THE ORGANIZATION YOU WORK FOR**

For that reason, I would like to attend **(CONFERENCE NAME)** hosted by the Washington Museum Association (WaMA). The conference will enable me to attend several educational sessions relevant to my work; and will also allow me to network with a variety of museum workers from around the state, gathering new ideas that will help strengthen **(NAME OF THE ORGANIZATION YOU WORK FOR).**

The conference offers several opportunities that I would like to be a part of:

**(HIGHLIGHT THE BENEFITS OF YOUR ATTENDANCE, SUCH AS:)**

* Furthering my professional development in the areas of **(YOUR JOB DUTIES)**, including growth in areas **(RELEVANT EXAMPLES)** that are part of our **(STRATEGIC PLAN, MUSEUM OR DEPARTMENT GOALS, ETC.)**
* My attendance would increase the profile and reach of our museum through networking
* As a valuable member of the museum profession, my attendance and contributions would also improve the museum field through active dialog and participation
* Attending will give me insight into learning more about how to participate in future WaMA conferences, and our work in **(RELEVANT EXAMPLES)** would be an excellent future session topic that I would like to explore proposing for the next WaMA conference.

Attending the WaMA conference will allow me to return to **(INSERT NAME OF THE ORGANIZATION YOU WORK FOR**) refocused, refreshed, and inspired to work. I will bring valuable insight and new skills to share with my colleagues.

Based on the value of this conference for my professional development and the benefits to our organization, I am hoping for your support to attend this conference. This includes **(THE ASK – TIME OFF, FINANCIAL SUPPORT, ETC.)**. Would **(ORGANIZATION)** be willing to support my attendance?

WaMA **(YEAR)** will be held on **(DATES)** in **(CITY)**. I anticipate the total investment for **(ORGANIZATION)** to be approximately **($XXX)**. This includes:

* $\_\_\_\_\_ - Conference Registration (Please note registration pricing varies. If you are unsure of your total cost, please visit our website or email questions to contact@washingtonmuseumassociation.org
* $\_\_\_\_\_ - Transportation/mileage (only include if you are asking for them to cover this cost)
* $\_\_\_\_\_ - Hotel accommodations (only include if you are asking for them to cover this cost)
* $\_\_\_\_\_ - Meals (only include if you are asking for them to cover this cost)

Thank you for your consideration. I look forward to discussing this further with you!

**(YOUR NAME)**