Dear **< supervisor’s name >**,

I would like to attend The Washington Chapter of The Wildlife Society’s 2023 Joint Annual Meeting next April 24-28. This meeting is one of the largest gatherings wildlife professionals, educators, students, and advocacy groups in the PNW. The meeting will enable me to participate in a number of educational and training sessions that are directly applicable to my work and will allow me to engage with a variety of wildlife experts and colleagues. Many of the presentations are tailored to the **< your profession >** professional and provide information on how to **< list benefits to your responsibilities >**.

I have identified a number of educational sessions that will allow me to gain knowledge and understanding about how we can improve our processes. The presentations are facilitated by both industry experts and colleagues who have faced similar challenges. I chose each of these presentations because they directly relate to our organization’s work. Getting the information in a seminar format will greatly reduce the research time and costs **< your organization’s name >** would normally incur in researching the topics. I have only listed a few of the seminars that I will attend.

**< You will need to insert the session descriptions which most apply to your responsibilities. >**

**< The numbers in brackets below will need to be adjusted to reflect the current pricing. All registration fees are listed at watws.org/annual-meeting. The travel costs vary as well and should be changed to reflect your costs. >**

The registration fee is **<$xxxx>**, and the total costs associated with attending are: **<$xxxx>**. Here is the breakdown of conference costs:

Roundtrip Airfare: **<$xxxx>**  
Transportation: **<$xxxx>**  
Hotel: **<$xxxx>**  
Meals: **<$xxxx>**  
Registration Fee: **<$xxxx>**

This investment will greatly benefit **< name of your organization >** since I’ll be expanding my professional network that I can leverage on behalf of our organization long after the conference ends. Additionally, I’ll be gaining insights on the latest wildlife research and practices that I can share with colleagues upon my return.

I would deeply appreciate your support and your approval of this request.

Sincerely,

**< your name here >**