Dear **<Insert Manager’s Name>**,

I am writing to request your approval to attend the NILG 2024 National Conference, being held in Orlando, Florida, July 29 – August 1, 2024. The conference theme, *Explore, Enable, Evolve*, will provide a necessary platform to review the state of affirmative action and equal employment opportunity (EEO) compliance requirements with a focus on diversity, equity and inclusion that continues to be important in our industry. Participation in this conference will support my efforts to ensure our organization remains compliant with the U.S. Department of Labor Office of Federal Contract Compliance Programs (OFCCP) and Equal Employment Opportunity Commission (EEOC)’s requirements, as well as our efforts to ensure we remain strategic and competitive in the talent market in terms of DEI&A.

The NILG 2024 National Conference boasts a **[*insert three and a half or two and a half to match cost information below depending on whether you are electing to attend pre-conference*]** learning experience that features keynotes, panel discussions, and courses led by subject matter experts, government leaders from the OFCCP and EEOC, as well as peers from the federal contractor community. The conference is approved for HRCI credits and SHRM Professional Development Credits (PDCs), which will allow me to gather additional credit needed for my recertification. The event program features a wide range of topics, with topics covering governmental, legal, practical, and analytical subjects. Additionally, this conference features an exhibitor hall filled with top HR service providers, allowing me to learn about new technology and offerings that may benefit our organization.

I looked at the conference schedule and identified several sessions that will help me gain knowledge and understanding to ensure **<the company>** is doing everything to remain in compliance with federal law and to further **<the company>**’s goal of having and supporting a culture of inclusion. These sessions are:

* **<Session 1>**
* **<Session 2>**
* **<Session 3>**

Included with my request to attend the NILG 2024 National Conference, I’ve broken down the cost of my attendance from **<travel dates>**, below:

**Registration:** $1325 for a 3.5-day registration or $1075 for 2.5 days *(This is the Early bird rate, expires 5/24/2024. Rates increase after this date).*

**Airfare:** **<Insert Airfare or Other Transportation Price>**

**Hotel:**  $867 plus tax *(3 nights at $289 per night)*

**HRCI Credits:** $0

**Meals:** $**<insert amount>**; Majority of meals covered by the conference

**Total: <Total Approximate Cost>**

Thank you for considering my request to attend the NILG 2024 National Conference! With pre-registration and early bird rates available for a limited time, I appreciate your immediate attention to this request.

Sincerely,

**<Insert Your Name and/or Signature>**