March 4, 2025

Dear [Recipient Name],

I am interested in attending the [National Staff Development and Training Association (NSDTA) Education Conference](https://aphsa.org/events/nsdta-conference/), held at the Sheraton Norfolk Waterside Hotel in Norfolk, VA, from October 5 to 8, 2025. This [American Public Human Services Association (APHSA)](https://aphsa.org/) education conference presents a valuable opportunity for our department and agency, as it closely aligns with our priorities.

The knowledge and networking opportunities will greatly benefit our team’s ongoing projects and initiatives, making this conference a worthwhile investment. Participating provides a unique opportunity to stay ahead of the curve in human services training and development.

By attending NSDTA 2025, I will gain the following benefits:

1. *Collect Valuable Insights:* The conference topics relate to our current goals. Attending will help me discover innovations, trends, and resources that support our priorities.
2. *Knowledge Transfer:* I will learn about the latest best practices that can improve our training processes and outcomes for our stakeholders.
3. *Networking Opportunities*: Engaging with peers and industry-leading experts will create chances for collaboration and partnerships that strengthen our agency’s impact.
4. *Skills Development:* Workshops on the latest regulatory changes impacting our workforce, hands-on learning, fostering professional growth, and enhancing our collective capabilities.

*KEY DATES FOR NSDTA 2025:*

|  |  |
| --- | --- |
| Early Registration Savings Ends | Friday, September 5, 2025 |
| Hotel Room Block Closes | Saturday, September 6, 2025 |
| *NOTE: APHSA experiences sold-out hotel block reservations for their conferences. We are encouraged to make our reservations as early as possible.* | |
| 2025 NSDTA Conference in VA | October 5-8, 2025 |

I am seeking approval for the expenditures necessary to attend this event. The conference registration fee includes at least two meals and light networking receptions at the event. It also provides access to ongoing webinars, informative articles in APHSA’s *Policy & Practice* magazine, and a wide range of workforce development resources! Below is an estimated list:

|  |  |
| --- | --- |
| *EXPENSE ITEM* | *ESTIMATED COST* |
| [Conference Registration Fee](https://aphsa.org/events/nsdta-conference/#registration) | $[amount] |
| Airfare (Round Trip) | $[amount] |
| [Hotel Accommodations](https://aphsa.org/events/nsdta-conference/#hoteltravel)\* | $[amount per night] x [number of nights] |
| Meals | $[amount per day] x [number of days] |
| Ground Transportation / Mileage | $[amount] |
| Per Diem | $[amount] |
| Other | $[amount] |
| Total Estimated Expenses | $[total cost] |

\* APHSA has implemented safety measures to ensure the well-being of attendees, including encouraging vaccinations and making masking optional.

I am confident that the knowledge and skills gained from this conference will far outweigh the estimated expenses. I believe that this investment will translate into tangible benefits for our agency and the communities we serve. I will return engaged, energized, and enthusiastic about implementing all the exciting learnings I have taken over the content-packed days!

Thank you for considering my request. I welcome the opportunity to discuss the event's particulars and provide any additional information you may need.

Best regards,

[Your Name]

[Your Position]

[Your Department/Agency]

[Your Phone Number]