

Feel free to copy and paste the following template into a letter or email and to use it as the basis for attendance justification.

Letter to Manager

Date

Dear <supervisor's name>,

I would like to represent our <tribe/organization> at NAFOA's 34th Annual Conference in Phoenix, AZ on April 18-19, 2016. Attending this conference will enable me to participate in a variety of educational sessions and give me opportunities to network with federal agencies, tribes and leading industry professionals.

The two-day conference will feature an impressive program that will assist in facilitating dialogue between tribes, federal partners, non-profits, and professionals, with sessions on investment education, policy affecting tribes, accounting updates, new budgeting methods and economic development opportunities. All presentations and discussions are tailored to an audience that works on tribal finance and economic issues. The conference provides a unique opportunity for tribes, federal partners, and professionals to share their knowledge and needs.

I am seeking sponsorship for the travel expenses to the conference. A detailed cost breakdown is included below:

- Registration Fee: <\$600.00
- Roundtrip Airfare: <\$xxxx>
- Hotel: \$219.00 per night + tax
- Meals: Breakfast and lunch will be provided by NAFOA both days
- The total cost associated with attending this conference is: <\$xxxx>.

The opportunity for me to gain knowledge in specific areas of refinancing, new investment methods, tax and finance policy, auditing and internal controls, portfolio management and budgeting makes my attendance a wise investment, which will likely yield dividends for <name of your tribe/organization>.

Sincerely,
<Your name here>