

Dear <Insert Manager's Name>,

I am writing to request your approval to attend the NILG 2021 National Conference, held this year in Nashville, Tennessee, August 1 – 4, 2021. The conference theme, *Strike a Chord for Equality and Compliance*, will provide a necessary platform to review the state of affirmative action and EEO compliance requirements now and moving forward, as the Department of Labor agencies promote new initiatives for federal contractors. Participation in this conference will support my efforts to ensure our organization remains compliant with the U.S. Department of Labor and EEOC's requirements.

The NILG 2021 National Conference boasts a <insert 2.5 - 3.5> day learning experience that features keynotes, panel discussions, and concurrent sessions 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 tracks covering governmental, legal, practical, and analytical subjects. In addition to the abundant education, this conference also 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 a culture of inclusion. These sessions are:

- <Session 1>
- <Session 2>
- <Session 3>

Included with my request to attend the NILG 2021 National Conference, I've broken down the cost of my attendance from Sunday, August 1 to Wednesday, August 4, below:

<b>Registration:</b>	\$825 or \$975 ( <i>Pending 2.5 or 3.5 day registration</i> )
<b>Airfare:</b>	<Insert Airfare or Other Transportation Price>
<b>Hotel:</b>	\$741 plus tax ( <i>3 nights at \$274 per night</i> )
<b>HRCI Credits:</b>	\$0
<b>Meals:</b>	\$<insert amount>; Majority of meals covered by the conference
<b>Total:</b>	<Total Approximate Cost>

Thank you for considering my request to attend the NILG 2021 National Conference! With the deadline for the early bird rate quickly approaching, I appreciate your immediate attention to this request.

Sincerely,

<Insert Your Name and/or Signature>