[Date]

Dear [Supervisor],

I am writing to request approval to attend the National Association of Bond Lawyers’ (NABL) Workshop, which will be held in Chicago, IL from September 18 – 20, 2024. This annual conference is a significant event for municipal market participants and offers extensive continuing legal education (CLE) opportunities, updates on bond law, and networking with hundreds of professionals in the industry.

**Educational Benefits:** The Workshop offers nearly 30 sessions spread across 2.5 days, with the potential to earn up to 12 CLE hours, including ethics credits. The sessions cover a wide range of topics that are directly relevant to our work, such as:

* Underwriter’s and Issuer’s Counsel
* SEC Enforcements
* Single Family Housing
* Healthcare, Energy, and Charter School Financing
* Ethical Reality of AI
* [Insert other relevant sessions to your practice, review agenda]

**Networking Opportunities:** Attending this conference will allow me to connect with industry leaders, some of the nation’s top bond lawyers, and other municipal market participants. These interactions can lead to collaborations and insights that are beneficial for our organization.

**Costs and Logistics:** The cost of attendance includes the registration fee (~$995 early bird), hotel (~$600), travel and meals. I have prepared a detailed budget and will ensure to keep expenses to a minimum. Furthermore, I will provide a comprehensive report and share the knowledge gained with our team upon my return.

I am confident that the knowledge and experience gained from the NABL Workshop will help enhance my professional development and contribute to the growth and success of our organization. I believe that my attendance at this conference is a valuable investment.

Thank you for considering my request. The early bird rate ends on August 9.

I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]