[Date]

Dear [Supervisor],

I am writing to request approval to attend the **National Association of Bond Lawyers (NABL)** [**Workshop Conference**](https://www.nabl.org/engage/events/workshop-2025/), which will be held in **Washington, DC, September 10-12, 2025**.

**Given the legislative calendar this year and the critical need to protect the tax-exemption status of municipal bonds, I find it imperative to attend this event.** It offers a comprehensive program featuring 11+ hours of continuing legal education, updates on bond law, and valuable networking opportunities. I look forward to gaining more expertise in legal matters related to municipal bonds as well as speaking with lawmakers in the nation’s capital.

These interactions can lead to collaborations and insights that are beneficial for [insert firm/organization name]. The sessions cover a wide range of topics that are directly relevant to our work, such as:

* A
* B
* C
* [Insert relevant sessions to your practice, [review agenda](https://www.nabl.org/engage/events/workshop-2025/#Agenda)]

**Cost and Logistics:** The cost of attendance includes the registration fee ($1,195.00 early bird), hotel, travel and meals. I have prepared a detailed budget and will ensure expenses are kept 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 attending this conference will aid my professional development and contribute to the growth and success of our organization.

Thank you for considering my request. **The early bird rate ends on July 25, 2025.**

I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]