[Template for professionals in animal welfare]

Subject: Seeking approval to attend the Best Friends National Conference

Dear [name]:

You may know that the [Best Friends National Conference](https://bestfriends.org/events/best-friends-national-conference) takes place August 10-12 in Houston. As [your title], I’m submitting a request to attend this educational and inspirational event. I am confident I can leave the conference with more knowledge, tools, and resources to help our team save more lives in [name of city/town/community].

The three-day conference is packed with more than 100 informative and engaging sessions that bring the latest lifesaving education to our community and across the country.

Here are a few sessions I plan to attend:

[Please choose and insert a few examples of the sessions you plan to attend and give a summary of the information that will be presented. You can find the sessions and descriptions [here](https://cvent.me/DKLPGq).]

By attending sessions like these, the animals in our care can benefit. [Give a few examples of how attending those sessions may benefit your organization/company].

The registration fee for this year’s conference is $395. If I register before June 9, there’s a discount of $100.

[Please apply the following sentence in ONLY if your organization is a Best Friends Network Partner. If you need to verify that your organization is a network partner, please [visit the Best Friends Network Partner page](https://bestfriends.org/our-work/supporting-network-partners/network-partners). If your organization is **not** a network partner, please delete the sentence].

*And, since we are a Best Friends Network Partner, I can receive an additional savings of $50, making the registration fee just $245.*

By attending the conference, I’ll have access to the hub, where I can meet with sponsors and exhibitors to learn more about their products and services, which often include discounts, giveaways, and the potential for grant opportunities. There, I can also network with people from our region and across the country who share our profession and face similar challenges.

Attending the conference is an excellent opportunity for our organization, the animals in our care, and my professional development. However, I’m sure you have questions about how my absence and responsibilities can be covered during my time away. I’ve developed a tentative plan to address your concerns. [Here, insert details about your plans to cover your professional responsibilities, such as how long you’ll be absent (including travel time), who may be able to assist you in your role during time away, and other important details you find relevant to this section.]

Thank you for your time and consideration regarding my attendance at the Best Friends National Conference. If you’d like to learn more about the content and other conference highlights, I’ve included links to some podcasts and videos below. You can also read about the benefits of attending [here](https://bestfriends.org/events/best-friends-national-conference/benefits-attending).

[signature]

[Pursuing Radical Transformation at Your Organization Against All Odds](https://www.youtube.com/watch?v=SOl2tKw6FkY)

The Best Friends Podcast, Episode 120

[Alex Pugh at the Best Friends National Conference](https://network.bestfriends.org/proven-strategies/best-friends-podcast/best-friends-podcast-ep-120)

The Best Friends Podcast, Episode 128

[Taking Risks to Save Lives](https://network.bestfriends.org/proven-strategies/best-friends-podcast/best-friends-podcast-ep-128)

[Template for professionals outside of animal welfare]

Subject: Seeking approval to attend the Best Friends National Conference

Dear [name]:

The [Best Friends National Conference](https://bestfriends.org/events/best-friends-national-conference) takes place August 10-12 in Houston, and I’m submitting a request to attend this educational and inspirational event. I am confident that it will help develop my skills, make me better in my role, and allow me to bring back new ideas and strategies that we can apply at [name of company/organization].

The conference is three days, packed with more than 100 informative and engaging sessions that bring the latest in animal welfare to our community and across the country.

Here are a few sessions I plan to attend:

[Please choose and insert a few examples of the sessions you plan to attend and give a summary of the information that will be presented. You can find the sessions and descriptions [here](https://cvent.me/DKLPGq).]

By attending sessions like these, I can further my professional development as a [insert your position]. [Give a few examples about how attending those sessions may benefit your profession].

The registration fee for this year’s conference is $395. If I register before June 9, there’s a discount of $100.

By attending the conference, I’ll have access to the hub, where I can meet with sponsors and exhibitors to learn more about their products and services, which often include discounts and giveaways. I can also network with people from our region and across the country, make lasting connections, and discuss potential future collaboration.

Thank you for your time and consideration regarding my attendance at the Best Friends National Conference. If you’d like to learn more about the content and other conference highlights, I’ve included links to some podcasts and videos below. You can also read about the benefits of attending [here](https://bestfriends.org/events/best-friends-national-conference/benefits-attending).

[signature]

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