[Date]

Dear [recipient’s name],

I am excited to ask for your support to attend the 2023 NIRSA Annual Conference and the Campus Rec & Wellness Expo, March 23-26 in Pittsburgh, Pennsylvania. I’m excited because I believe NIRSA’s reputation for inspiring change and the specific program for 2023 will prepare me to better take on the specific challenges facing our community and open new opportunities for us to thrive next year and beyond.

NIRSA 2023 is the premier professional development event and vendor expo for the field of campus recreation and wellbeing, where hundreds of campus rec professionals, students, and company representatives will come together. Through my hard work and professionalism, I hope to have earned [department name]’s support to benefit from inspiring education, career development opportunities, and professional networking events. I’m sure that, if afforded the opportunity, my attendance at NIRSA 2023 will support our department’s and our institution’s strategic missions as well as the daily objectives of my role with [university].

The NIRSA Annual Conference is the only place that I can select from scores of focused educational sessions; sessions where I will be able to gain fresh ideas and concepts for our events, programs, facilities, employee trainings, and services. I will also gain exposure to experts and leading presenters across all areas of campus recreation and wellbeing.

With leading professionals from the collegiate recreation profession and with the biggest and best companies who support our work attending the conference and expo, the unrivaled networking at this event will allow me to not only develop existing relationships, but also foster new connections with other industry colleagues.

**Upon my return from NIRSA 2023, I will share many of the new ideas and key takeaways with the team to help grow our success.**

I’ve provided a couple of documents for your review. These include a breakdown of approximate expenses to attend the 2023 NIRSA Annual Conference and the Campus Rec & Wellness Expo, along with a benefits worksheet that specifically targets our department’s current needs.

I’m sure that you will agree that my attendance at NIRSA 2023 is a good use of resources and time out of the office and my attendance is sure to benefit me and our institution. Thank you for your consideration.

Best regards,

[name]