[Date]

Dear [recipient’s name],

I am excited to ask for your support to attend the 2024 NIRSA Annual Conference & Campus Rec and Wellness Expo taking place April 17–20 in Phoenix, Arizona. I’m excited because I believe NIRSA’s reputation for inspiring change and the specific program for 2024 will prepare me to better take on the challenges facing our community and open new opportunities for us to thrive next year and beyond.

NIRSA 2024 is the premier professional development event and vendor expo for the field of campus recreation and wellbeing—hundreds of campus rec professionals, students, and company representatives come together for this can’t-miss event. Through my hard work and professionalism, I hope to have earned [department name or decision maker]’s support to benefit from inspiring education sessions, career development opportunities, and professional networking events. I’m sure that, if afforded the opportunity, my attendance at NIRSA 2024 will support our department’s and our institution’s strategic missions as well as the daily objectives of my role with [organization].

The NIRSA Annual Conference is the only place where I can select from scores of focused educational sessions, and 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 industry colleagues.

**Upon my return from NIRSA 2024, 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 2024 NIRSA Annual Conference & Campus Rec and 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 2024 is a good use of resources and time out of the office and that my attendance will benefit me and our institution. Thank you for your consideration.

Best regards,

[name]