[Date]

Dear [recipient’s name],

I’m excited to ask for your support to attend the 2025 NIRSA Conference & Campus Rec Expo taking place in Orlando, Florida from April 23–26. I’m excited because I believe NIRSA’s reputation for inspiring change—as well as this conference’s specific program—will prepare me to better take on the challenges our community is currently facing and open new opportunities for us to thrive next year and beyond.

NIRSA 2025 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 educational sessions, numerous career development opportunities, and superb professional networking events. If afforded the opportunity, I’m sure that my attendance at NIRSA 2025 will support our department’s and our institution’s strategic missions as well as the daily objectives of my role with [organization].

The NIRSA Conference provides an excellent opportunity to learn from experts and leading presenters across all areas of campus recreation and wellbeing. It is the only place where I can select from scores of focused educational sessions and gain fresh ideas and concepts that will elevate our events, programs, facilities, employee trainings, and services.

Given the exceptional campus recreation professionals who will be attending this event—as well as the presence of so many wonderful companies at the expo—this conference offers unrivaled networking opportunities that will allow me to not only develop existing relationships, but will also foster new connections with industry colleagues.

**Upon my return from NIRSA 2025, 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 2025 NIRSA Conference & Campus Rec 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 2025 is a worthwhile 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]