



Dear,

I am writing to ask for approval to attend the 2018 NALA Conference & Expo, the largest paralegal conference in the country on July 11-13 in St. Louis, MO.

Education, networking, and professional development are just some of the benefits of this event. This conference is packed with more than 30 education sessions over the span of three days. Topics at this event include: Criminal Investigation, Ethical Use of Social Media, Internet Sleuthing, Data Breach, Project Management in eDiscovery, The Future of Analytics and Technology, Ride-Sharing Laws, CP Review sessions, and much more. These sessions are led by top speakers who are experts in the field.

I will be amongst hundreds of attendees who are knowledgeable and passionate about the paralegal profession. I will learn new information and skills and improve upon existing skills to further advance my paralegal expertise. This event will give me the opportunity for hands-on learning and dialogue with leading experts. In addition, the Expo Hall features various business and organizations that I can engage with that could have a positive impact on our organization. You can learn more about the 2018 NALA Conference & Expo on their [website](#).

**Here's an approximate breakdown of conference costs:**

Registration Rate:	\$
Hotel:	\$
Airfare:	\$
Transporation & Parking:	\$
Meals:	\$
TOTAL:	\$

For us to get the best return on investment from this conference, please keep in mind that ***the earlier I can register, the less expensive it will be.***

This investment will pay off in more efficient practices, new insights, and ideas. I am confident that this investment will be beneficial not only to myself, but also to the overall value of our company.

There is also free Wi-Fi available during the conference, so I will still be checking e-mails and will be available as needed.

Thank you for your consideration, and I will work to ensure we get the full value of this event.

Sincerely,