Date:

Name

Address

City, State and Zip

Dear <**manager's name**>,

I am requesting authorization to represent our <**tribe/organization**> at the National Native American Human Resources Association’s (NNAHRA) Annual Conference in Prior Lake, Minnesota on September 23-25, 2019. Attending this conference will allow me to participate in a variety of educational sessions and give me opportunities to network with federal agencies, tribes and leading human resources professionals.

NNAHRA’s three-day conference offers an impressive agenda, with hundreds in attendance representing tribes for all areas of the United States and also from Canada. Professional speakers, inspiring and informative keynote address and crucial training sessions are provided every day of the conference. In addition, the networking opportunities are limitless! The ability to network with others in my field offers me resources that are beyond words. Sessions include leadership, benefits and compensation, HRIS/technology, legal updates, best practices, employee development and other opportunities. Presentations and discussions are designed specifically for human resources professionals working in Indian County by those actually working in Indian Country. The conference provides a unique opportunity for tribes, federal partners, and professionals to share their knowledge and needs.

I am seeking sponsorship for the travel expenses to the conference. A detailed cost breakdown is included below:

* Registration Fee: <$**749**>
* Roundtrip Airfare: <$**xxxx**>
* Hotel: $149 per night + tax and resort fees
* Meals: Breakfast will be provided by NNAHRA all days and one lunch meal will be provided on Wednesday at NNAHRA’S celebration luncheon.

The opportunity for me to gain knowledge in specific areas of HR leadership, Benefits and Compensation, HRIS/Technology, Legal Updates, Best Practices, Employee Development and other opportunities, makes my attendance a wise investment for <**name of your tribe/organization**>.

Sincerely,

# <Your name here>