**Date:**

**Subject: Request for Approval to Attend the 2025 NNAHRA Annual Conference**

Dear [Manager’s Name],

I am requesting approval to represent [Tribe/Organization Name] at the National Native American Human Resources Association (NNAHRA) Annual Conference, which will be held at Pechanga Resort Casino in Temecula, California, from September 29 to October 1, 2025. This conference is the premier gathering for human resources professionals and tribal leaders in Indigenous communities, offering a unique opportunity for professional development, networking, and knowledge-sharing with fellow tribal professionals and industry subject matter experts.

NNAHRA is a non-profit native led organization dedicated to educating and empowering human resources professionals to protect tribal sovereignty through best practices, tribal ordinances, and policy development tailored specifically to the needs of tribal nations. The conference agenda is designed to support these efforts and includes:

* Educational sessions covering leadership, benefits and compensation, HRIS/technology, legal updates, best practices, employee development, and more.
* Keynote addresses thought leaders in tribal human resources and governance.
* Networking opportunities with professionals from tribes across the U.S. and Canada.
* Sessions and panel discussions focused on the unique challenges and solutions for human resources professionals in Indigenous communities.

Attending this conference will provide valuable insights and resources that directly benefit our organization by strengthening human resources strategies that reinforce tribal sovereignty, improving compliance knowledge, and fostering relationships with key stakeholders in the industry.

I am seeking sponsorship for the following estimated travel expenses:

* **Registration Fee:** $889 (Member Early Bird Pricing until 7/31/2025)
* **Roundtrip Airfare:** $[Estimated Cost]
* **Hotel:** $209 nightly, plus 12% room tax, valid through September 28, 2025
* **Meals:** Breakfast and lunch are provided daily by NNAHRA

The knowledge and connections I will gain from this conference will significantly benefit [Tribe/Organization Name], ensuring that our human resources practices align with the latest developments in tribal human resources management while reinforcing sovereignty through strong policies and ordinances.

I appreciate your consideration and look forward to discussing how this investment in professional development can contribute to our organization’s success.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Contact Information]