**Letter Template for your Supervisor:**

Dear **<NAME>,**

I would like to attend the Council on Foundations’ 2014 *Philanthropy Exchange*, June 8-10, in Washington, D.C. The conference will allow me to engage in dynamic workshops led by renowned experts, see best practices at work, and partner with colleagues to gain immediate hands-on learning. In addition, I will have the opportunity to network and compare notes with leaders in philanthropy from across the nation.

Many of the workshops and sessions are suited for the **<Insert your primary function here i.e. communications manager, program manager, finance manager, operations manager, etc.>** and illustrate a wealth of information regarding **<Insert benefits here, for example: strategic communications, impact investing, grassroots giving, etc.>**. I am seeking sponsorship for the conference registration fee, travel expenses to and from the conference, and accommodations. A cost breakdown is available for your review below.

The 2014 *Philanthropy Exchange* offers a myriad of sessions led by leaders in philanthropy and industry experts who have faced obstacles incredibly similar to what **<Organization name>** is experiencing at present. Obtaining this valuable insight in person and bringing it back to **<Organization name>** will greatly reduce the staff time and costs that **<Organization name>** would otherwise spend delving into these topics. I’ve selected each of the following sessions because of its relevance to what **<Organization name>** is currently facing:

**<Insert session descriptions that relate to your responsibilities and organization here.>**

In addition, I’ve read through the conference brochure and have identified several conference highlights that I believe would help me grow as a professional and assist in furthering **<Organization name>**’s mission:

If I register by April 30, I will save $200 on the conference registration fee.

**Breakdown of Conference Costs**:

Roundtrip Airfare:

Transportation:

Hotel:

Meals:

Conference Fee:

Total:

The Council on Foundations’ 2014 *Philanthropy Exchange* is an investment opportunity that will yield future growth for **<Organization name>** and increase our impact in the communities we serve.

Sincerely,

**<Your Name Here>**