

Sample Letter: Request for Approval

Date

Dear <Manager>

I request your approval to attend the Ninth Annual Reconciliation in America National Symposium of the John Hope Franklin Center for Reconciliation for [Dates].

The conference theme is, “[Theme],” and it is the premier event for discussions of social equity, reconciliation, and related dialogue strategies to address social tensions in American communities. This year’s focus on the [Theme] will lend itself to conversations about (1) defining what reconciliation looks like in daily experiences, (2) what our individual roles are as agents of reconciliation, and (3) how to be peacemakers while not allowing ourselves to settle with “keeping the peace” in ways that perpetuate unjust, systemic wrongs. These topics align with my professional development to assist me in doing my job more effectively and be of assistance as our organization addresses such issues.

The conference features significant speakers, such as [list the ones who you want to highlight that align with your professional development goals]. [Explain how the speaker(s) will help you meet your goals. Provide specific items that you anticipate learning or doing.] Interacting with [Speaker(s)] and discussions about [their/his/her] work during this symposium will allow me to reformat and refocus various activities I currently use in my job to better understand and relate to underserved communities and needed allies.

Networking with colleagues across the nation will help me to learn from others and improve my own skills and knowledge about my field. I will also have the great opportunity to engage more deeply with my work, ask questions of others who are also doing the work, and develop informed practices to improve my success as a professional and my awareness of strategies to facilitate reconciliation within the work environment and community concerns. Upon my return, I plan to share my learning with my team and other staff as needed. I can do so by sharing session presentations, handouts, and written summaries.

Please check out the conference agenda: <https://www.jhfnationalsymposium.org/agenda>. The registration cost for the Symposium is (Early Bird Fee: \$159.00; Regular Fee: \$189.00), along with travel expenses and hotel. I also wish to participate in the Saturday Morning evening “Greenwood Bus Tour,” (\$30.00/ticket) as it will be a great networking and learning opportunity. Right now, the cost to fly is only [_____]. Including hotel, I estimate the total cost to be [_____]. I can save on costs by booking my travel early and registering with the early-bird rates, so I look forward to your response.

I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with social justice, race relations, and reconciliation dialogue experts, meet the

motivational keynote speaker, attend valuable educational sessions and gain specific industry knowledge. My attendance at this conference is a wise investment and will pay off for years to come.

Sincerely,

[name]

Title