Customizable Letter to Supervisor

Dear <**supervisor's name**>,  
  
I would like to attend the 2015 CLEAR Annual Educational Conference, September 17-19, 2015, in Boston, MA. Throughout the conference I will attend a number of education sessions that are directly applicable to the work of our organization and I will also have opportunities to meet with a variety of regulatory experts and colleagues from around the world. Many of the presentations are tailored to the <**Insert your primary function here, *i.e. compliance and discipline issues, regulatory administration and policy, entry to practice issues, continuing competence, testing and examinations, etc*.**> and give information on how to <**insert benefits/lessons here, *for example: improve efficiency, maintain integrity and transparency, understand trends in the regulatory area, etc.****>.* I am seeking funding for the registration fee, travel expenses to the conference, and lodging and meals during the conference. A detailed cost breakdown is included below.

After reviewing the conference brochure, I have identified a number of education sessions that address the specific needs and challenges we face and will provide helpful information on how we can improve and enhance our regulatory mission. The presentations are facilitated by experienced regulators, scholars, legal professionals, elected officials and many others with unique perspectives on the role of professional and occupational regulation. Getting the information in a three-day event will greatly reduce the research time and costs that <**your organization’s name**> would normally incur in researching the topics. Incidentally, I have only listed some of the sessions that I plan to attend. Including them all would make this memo much too long.

**<Insert the session descriptions which most apply to your responsibilities**.>

I have included a breakdown of approximate costs to attend the CLEAR Annual Educational Conference as well as a features and benefits worksheet that specifically targets our current needs, indicating how attending this event can help provide the information, resources and support we need to fulfill our mission of public protection. The opportunity for me to develop better contacts and gain knowledge in specific areas of <**your area of expertise**> makes my attendance at the CLEAR Annual Educational Conference a wise investment, and I look forward to hearing your response regarding my proposal to attend.   
  
Sincerely,

<**your name here**>