<Date>

Dear <Supervisor name>

I would like to represent <name of your organization> at the NAMAS 12th Annual Auditing & Compliance Conference December 7-9, 2020. Originally scheduled as an in-person event, the conference will now take place as a virtual event.

Attending this Conference will enable me to attend a number of educational sessions that are directly applicable to my work as an auditor and compliance. Include below is a breakdown of the expected cost to attend this event.

I am interested in attending <type of registration (i.e. pre-conference and conference or conference)> presentations which are presented by industry experts. Attending this event will also allow me to learn best practices and solutions that I can implement immediately. Below is a list of the sessions I plan to attend which directly relate to areas where I feel we need the most development. These sessions include:

* <session one>
* <session two>
* <session three>
* <session four>
* <session five>

My registration includes full access to the three-day event. And will provide me the opportunity to develop contacts and gain knowledge in specific areas of <auditing/compliance> and will in turn provide me the opportunity to perform my job better.

Thank you in advance for considering this request. I look forward to hearing from you.

Sincerely,

<Your signature here>