Dear [*Supervisor*],

I am writing to formally request approval to attend the 2025 NFDA International Convention & Expo, taking place October 26-29, in Chicago, IL. This annual event brings together a diverse group of funeral professionals from around the world and offers networking sessions, valuable workshops and the world’s largest funeral service expo. Attending the NFDA convention will allow me to learn the most current practices to make me and our business even more successful.

Here are a few key reasons why attending this conference will benefit both my professional development and *[Enter your company name.*]:

1. **Professional Development:** Here is just a sampling of the workshops and breakout session topics: [S*horten the list to focus on topics most valuable for your firm and interests. Find more workshops* [*here*](https://convention.nfda.org/Portals/14/2025%20Convention%20Planning%20Guide.pdf?ver=waz_0LXYPGGgsoWzeH527Q%3d%3d)*.*]
* *Secrets From an Event Planner’s Playbook*
* *Color Theory & Airbrush Cosmetics*
* *Customer Experience in the Age of “Leave Me Alone”*
* *Mapping a Customer Experience From Greeting to Goodbye*
* *The Value of Viewing – Marketta’s Legacy*
* *Customer Loyalty: It’s in the Details*
* *Outshine the Competition: Thriving in a Market of Low-Cost Competitors*
* *Funeral Rule Update*
* *Nurturing the New Licensee: The Importance of Mentoring*
* *Preserving Legacy: Why We Embalm*
* *Uncommon Injection Points*

I’m particularly interested in [*Fill in which one(s) and why.*].

1. **Expo Hall:** I will have a chance to learn about the newest products and most innovative services at the world’s largest funeral service expo.
2. **Actionable Insights:** I will gain new perspectives and strategies that can be implemented to improve [*specific aspects of your work or organization*]. I am committed to sharing the knowledge and resources I gather with our team upon my return.

Here are just a few comments from the attendees at NFDA’s 2024 International Convention & Expo:

* *The continuing education classes were very informative. All the speakers were on top of their game.*
* *It's always on the cutting edge of the funeral industry.*
* *I learned so much this year about being inspired to NOT be technically challenged but to jump in.*
* *It inspired me to meet the challenge of getting up to speed.*

A detailed cost breakdown is attached, including the registration fee, travel expenses to the convention, lodging and meals.

I am enthusiastic about the opportunity to represent our firm at the 2025 NFDA International Convention & Expo and bring back valuable ideas and practices to share with the team. I am happy to discuss this request further and provide additional details as needed.

Thank you for considering my proposal, and I look forward to your response.

Sincerely,

*[Insert your name.]*