[Date]

[Supervisor’s name]

[Title]

[Company name]

[Postal Address]

[City, State, Zip]

Dear [Supervisor’s name],

I would like to attend URMIA’s annual conference, September [dates you intend to attend], 2019, in Boston. I believe that attending this premier event in higher education risk management will benefit [insert department name and/or your institution’s name] by providing me with direct access to the expertise, contacts, and best practice models in higher education risk management. I'll be able to share these new ideas, contacts, and tools upon my return to help us with [insert challenge your team is facing].

[If your supervisor is not familiar with URMIA, add this paragraph.] The University Risk Management and Insurance Association (URMIA) is an international non-profit educational association serving colleges and universities. The association’s mission is to promote the advancement and application of effective risk management principles and practices in institutions of higher education. URMIA serves thousands of professionals at more than 600 institutions of higher education and 100 companies supporting those institutions.

URMIA uniquely focuses on the needs of higher education risk managers. In addition, this year’s conference is special because it’s a celebration of URMIA’s 50th anniversary, and it will be the largest in the association’s history. After looking at the extensive program schedule, I plan to engage fully in the experience, including attending [list top 3-4 sessions, pre- or post- conferences, networking activities, etc.]. I believe these highlighted opportunities, in particular, will [demonstrate how they will benefit you in your specific to your responsibilities].

Full conference registration includes breakfasts, luncheons, refreshment breaks, and food/beverages provided at the Opening Reception and the closing social event. The hotel is an easy commute from the airport. I estimate that the major expenses of travel, registration and hotel will be approximately [your expense figure]. [If you are applying for scholarship funding, add: I have applied for an URMIA Annual Conference Scholarship of up to $1,600. I will be notified if I’m a recipient in mid-July.]

I am certain that the many benefits of attending this conference far outweigh the costs. I hope you will agree. Please be aware that “early-bird” discount registration fees are only available through July 31.

Sincerely,

[Your name]

[Title]