**[Date]**  
​

**[Your Supervisor's Name]  
[Your Supervisor's Title]  
[Your Employer's Name]  
[Your Employer's Address]**

Dear**[Your Supervisor's Name]**,

I would like to request funding to attend the **ASLIA National Conference (ANC2018)** which is being held at the Novotel Brisbane, QLD, from 21 to 23 September 2018.

The Conference will enable me to participate in professional development sessions and presentations that are directly applicable to my Performance Development Plan **[insert links]** and will also allow me to network with other professionals in the field. This is also a great opportunity to see what other interpreters are working on and bring back ideas to improve our practices.

Many of the presentations will cover topics relating to **[Insert your profession/role]**and will provide information on how to**[clearly list benefits to your job responsibilities]**.

Specific sessions I would like to attend are listed below. I feel that these sessions will most benefit me as they relate to problems of practice/innovative approaches we are currently exploring here at **[insert your organisation/school name].**

* [Session #1 with description **including benefits to your job responsibilities and/or organization**]
* [Session #2 with description **including benefits to your job responsibilities and/or organization**]
* [Session #3 with description **including benefits to your job responsibilities and/or organization**]

Further information on the program and speakers is available here:

<https://aslia.com.au/pd-and-events/conference/program/>

The early-bird conference registration fee is **[$500 (Member) / $1000 (Non-Member)] and early-bird will be available until 27th July, 2018**.

I am seeking support and funding from **[Insert Your Organisation]** and I have listed all related expenses to the conference and detailed them below:

Transportation: **[Insert travel cost]**  
Hotel: **[Insert travel cost]**  
Meals: **[Insert meal cost]**  
Conference Fees: **[$500 (Member) / $1000 (Non-Member)]**.

Total: **[Insert total cost]**.

I believe the professional learning I will obtain at this event will directly benefit our team and the organisation both in the short and long term.

I would appreciate your response by **[Insert date]** to allow me to make the necessary arrangements.

I appreciate your consideration of this matter.

Sincerely,  
**[Your name]**