[Today's Date]

[Your Supervisor's Name]  
[Your Supervisor's Title]

Dear [Your Supervisor's Name]:

I would like to attend the National Association for Welfare Research and Statistics (NAWRS) Annual Workshop, taking place July 30-August 2, 2017, in Pittsburgh, PA. The convening’s theme is “Moving Forward to Reduce Poverty, Increase Opportunity, and Improve Human Service Delivery,” focusing on how programs and agencies serving families can best work together, try out new strategies, and harness advancements in technology and science to improve human service delivery. I believe that the return on the investment in my attendance would be substantial, as the event aligns directly with top priorities at [insert your institution/unit here].

This workshop convenes representatives from federal, state, and local social service agencies; universities; and non-governmental policy research organizations to discuss and promote research and statistical analysis of human services programming. This is one of the most important, prestigious, and well established events of this type.

NAWRS anticipates that over 200 professionals will attend the 2017 workshop to present, learn, and network. In four days, participants will have access to:

* 6 plenary presentations (over 7 hours total), featuring nationally-known experts in the field
* 50 panels organized into 8 breakout sessions (10 hours total), covering the latest research and best practice related to career pathways, child care, child support/fatherhood, child welfare, housing, refugees, SNAP, TANF, tax policy, workforce development, and youth issues
* 1 75-minute speed session, which will allow me to engage with colleagues from around the country on a range of emerging issues in human services and social support
* 4 sessions on rigorous research and program evaluation methods hosted by a Research Academy, which annually brings state and local administrators and researchers together with other experts to help build research capacity
* Networking with dozens of professional colleagues, which will provide me an opportunity to exchange ideas with people who have similar roles or work on similar issues

To learn more about the 2017 NAWRS Annual Workshop, please visit the conference website at <http://nawrs.org/>.

Thank you for taking the time to consider my request to attend. By attending, I am confident that I will be able to contribute more effectively to the priorities of [insert your institution/unit here].

Sincerely,

[Your Name]