**SELECT DATE**

Dear **[INSERT SUPERVISOR’S NAME]**,

I would like to request approval to attend Focus 2025, the premier national conference for youth and family service professionals, hosted by National Safe Place Network (NSPN). This event will take place July 22-24, 2025, at Disney’s Contemporary Resort in Orlando, Florida.

**Why Attend Focus 2025?**  
Focus 2025 brings together leading experts, changemakers, and practitioners from across the country to share best practices, explore innovative solutions, and engage in meaningful discussions on critical issues impacting youth services. This highly interactive conference provides a unique opportunity for professional development, networking, and collaboration to strengthen our programs and enhance the services we provide.

By attending, I will:

✅ Gain insights from keynote speakers addressing urgent challenges in our field, such as youth mental health, homelessness, trafficking prevention, and effective engagement strategies.  
✅ Participate in workshops and breakout sessions tailored to best practices, program implementation, and staff development.  
✅ Join focused discussions to explore solutions to pressing issues affecting our organization and community.  
✅ Connect with youth service leaders and partners from across the nation to exchange ideas and resources.

**How This Benefits Our Organization**  
The knowledge and connections I gain from Focus 2025 will directly benefit our team by:  
🔹 Enhancing our understanding of evidence-based practices and new trends in youth services.  
🔹 Strengthening our ability to navigate policy changes, funding challenges, and workforce development.  
🔹 Providing fresh strategies to improve staff well-being and program impact.

**Investment & Cost Breakdown**  
I am seeking approval for the following expenses:

* **Conference Registration:** $[XXX.XX] (Early bird pricing available through **March 14, 2025**)
* **Travel (Airfare/Mileage):** $[XXX.XX]
* **Hotel (Special NSPN Rate at Contemporary Resort):** $[XXX.XX]
* **Meals & Per Diem:** $[XXX.XX]
* **Local Transportation:** $[XXX.XX]

**Total Estimated Cost:** $[XXX.XX]

Registering early will reduce costs and ensure access to this **high-demand, limited-capacity event.** Upon my return, I will share key takeaways, resources, and best practices with our team to maximize the impact of this investment.

I appreciate your consideration and would love the opportunity to discuss how my attendance at Focus 2025 aligns with our organization’s goals.

Sincerely,