<Date>

Dear <supervisor's name>,

I would like to attend the Western Museums Association’s (WMA) <year> Annual Meeting, <month, day-day, city, state>. The conference will enable me to attend several educational sessions and inspiring events that are directly applicable to my work; and will also allow me to network with a variety of museum experts and colleagues from around the West, gathering new ideas that will help strengthen <name of your organization>.

**Why WMA?**

WMA is a nonprofit, membership organization dedicated to serving museums, museum professionals, and related institutions by providing vision, enrichment, intellectual challenge, as well as a forum for communication and interaction. Through training and educational programs, the WMA empowers the diverse museum community of the West to cultivate leadership and enable institutions to remain relevant in a dynamic world.

**How will this benefit my work, and in turn, our organization?**

By reviewing the <year> Annual Meeting program, I have identified several informative sessions and networking events that are tailored to my specific interest and work in *<your primary function here i.e. education, exhibit design, collection management, curatorial, marketing, development, etc.>*, and that would provide me with information on how to improve my *<benefits/lessons here, for example: reduce costs, expand educational programming, grant writing skills, develop collections, harness technology, etc.>*.

Other learning sessions are directly related to situations the <department/team name> department/team faces (or) our <primary function> processes. Facilitated by museum colleagues who have faced similar challenges, as well as industry experts, these presentations will be enable me to gather organizationally beneficial information within a reduced research time and for less cost than <name of your organization> would normally incur during development phases.

Attending WMA will allow me to return to <name of your organization> refocused, refreshed, and inspired to work. I will bring back valuable insight, new skills to be relied to my <department name> colleagues, and actionable ideas that we can put to work.

**The ask?**

I am seeking support from <name of your organization> for the registration fee, travel, and meal expenses for the conference. The full price conference fee is <$xxx>, which can be reduced to <$xxx>, by registering early; and I have listed all related conference expenses below.

Conference Registration: <$xxx>

Roundtrip Airfare: <$xxx>  
Mileage (for locals traveling by car): <$xxx>  
Local Transportation: <$xxx>

Hotel: <$xxx>  
Meals: <$xxx>  
Total costs associated with attending this conference are: <$xxx>

When I return from WMA <year>, I will prepare a post-conference summary, and if interested, will create a mini-Q&A presentation detailed with everything I have learned, and how we can further our <XYZ initiatives> (or) address our <challenges/opportunities your museum is facing>.

The opportunity for me to gain further knowledge in <your area of expertise>, as well as develop relationships and network with museum colleagues, makes my attendance at the WMA <year> Annual Meeting a wise investment that will yield rich ideas and benefits for <name of your organization>.

Sincerely,

<Your name here>