

Dear **XX,**

I am writing to request approval to attend FIA Conference 2025, which will be held at ICC Sydney from 19-21 February 2025.

This event offers incredibly valuable opportunities for learning and professional development across the NFP sector.

The Conference program will feature over 50 sessions and plenary sessions, masterclasses, discussion groups, networking opportunities and 7 themed tracks. In addition, there will be an exhibition where attendees can meet suppliers to the sector and find out what support is available to increase results.

Attending would allow me to access the latest trends, insights, and actionable strategies that I can apply to further develop my skills in (insert your key areas). It will also provide excellent networking opportunities with peers, and collaborators. The tracks I’m particularly interested in are:

● Track 1 (insert track name)
● Track 2 (insert track name)
● Track 3 (insert track name)

Below is an estimated breakdown of costs for attending.

Event Registration: Costs (insert as per your request)

Travel: estimated airfare/travel costs
Accommodation: estimated hotel expenses. If we book and pay before 31 October I have a chance to win an accommodation package valued at $600!

Registering before 11 December will result in huge savings as Early Bird rates are on offer up until this time. Additionally, there are group discounts available for organisations sending teams of 5 or more people.

You can visit the FIA Conference 2025 website at www.fiaconference.org.au to see what’s on offer.

Thank you for considering this request, and I look forward to discussing it further!

Best regards,

**Signature**

**Your Name**