[Date]

Dear [Supervisor],

I am writing to request approval to attend the **National Association of Bond Lawyers’ (NABL) Institute**, which will be held in **San Diego, CA from March 20-21, 2025**, at the Marriott Marquis San Diego Marina. This discussion-based conference is a significant event for experienced municipal market participants. It offers extensive continuing legal education (CLE), updates on bond and tax law, and the chance to network with more than 300 experienced professionals deeply embedded in our industry.

**Given the legislative backdrop of 2025 and the critical need to protect the tax-exemption status of municipal bonds, I find it imperative to attend this event.**

Attending the NABL Institute will allow me to strengthen referral networks and stay updated on the latest developments in securities and tax law. These interactions can lead to collaborations and insights that are beneficial for [insert firm/organization name].

The sessions cover a wide range of topics that are directly relevant to our work, such as:

* A
* B
* C
* [Insert relevant sessions to your practice, [review agenda](https://www.nabl.org/engage/events/institute-2025/)]

**Cost and Logistics:** The cost of attendance includes the registration fee ($1,195 early bird), hotel, travel and meals. I have prepared a detailed budget and will ensure expenses are kept to a minimum. Furthermore, I will provide a comprehensive report and share the knowledge gained with our team upon my return.

I am confident that the knowledge and experience gained from the NABL Institute will help enhance my professional development and contribute to the growth and success of our organization. I believe that my attendance at this conference is a valuable investment.

Thank you for considering my request. The early bird rate ends on January 31, 2025.

I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]