

<<DATE>>

<<SUPERVISOR'S NAME, TITLE>>

<<GOVERNMENT AGENCY>>

<<ADDRESS>>

<<CITY, STATE, ZIP>>

Dear <<SUPERVISOR'S NAME>>,

I would like to attend the **Deaf in Government's Conference** that will take place at **National Association of the Deaf** in Orlando, FL on June 30 through July 4<sup>th</sup>, 2022. I believe that attending this training will benefit both <<GOVERNMENT AGENCY>> and myself because what I learn at this training will enable me to become a more productive worker and a more valuable asset to <<GOVERNMENT AGENCY>>.

The Deaf In Government's Conference with a focus on Innovations and Government Engagement (IGE) is specially tailored for deaf and hard of hearing government employees who wish to enhance leadership skills for workspace and community involvement. All training sessions will be conducted entirely in American Sign Language (ASL) and thus will be directly accessible to me as I learn how to be more productive for <<GOVERNMENT AGENCY>>. The training program's theme is "Innovations and Government Engagement" and can be qualified as training in compliance with 5 U.S.C. Chapter 41. Presentations and panels will include sharing diverse viewpoints and strategies for strengthening accessibility and communications in the workplace for deaf and hard of hearing employees.

This is a rare opportunity for my professional development in a fully accessible format. The program agenda and registration can be found at <http://deafingov.org> or <https://www.nad.org/events/nad2022/>. The information will be available on the website in the next few weeks and open to government employees. I hope you will support my attendance.

Sincerely,

<<YOUR NAME>>

<<TITLE>>