<<DATE>>

<<SUPERVISOR’S NAME, TITLE>> <<GOVERNMENT AGENCY>> <<ADDRESS>>
<<CITY, STATE, ZIP>>

Dear <<SUPERVISOR’S NAME>>,

I would like to attend **Deaf in Government’s National Training Conference** that will take place in Washington, DC on June 14 through June 16, 2023. I believe that attending this training will benefit both <<GOVERNMENT AGENCY>> and myself because what I learn at this 3-day training will enable me to become a more productive worker and a valuable asset to <<GOVERNMENT AGENCY/OFFICE>>.

Deaf In Government’s National Training Conference (NTC) is specially tailored for deaf, late deafened, deaf disabled, deafblind, and hard of hearing government employees who wish to enhance leadership skills and enhanced legislative experience. The NTC has a reputation for providing the top speakers and trainers, approved by the U.S. Office of Personnel Management (OPM), and attended by hundreds of deaf, deafblind, deaf disabled, and hard of hearing government employees from around the country and serving the American people from around the world at military bases and embassies.

The conference’s theme “Advancement Through Accessibility” builds upon President Biden’s Executive Order 14035: Diversity, Equity, Inclusion and Accessibility in the Federal Workforce which lays out key steps that agencies can take to strengthen DEIA in their workforce policies, practices, and culture. The overarching goal is to build a bridge within the government using the “A” in DEIA which stands for Accessibility by collaborating with agencies to support Deaf, Deafblind, Deaf Disabled, and Hard of Hearing employees throughout all levels of government.

This training program is qualified as training in compliance with 5 U.S.C. Chapter 41. The program agenda and registration will be found at <http://deafingov.org>.

I hope you will support my registration.

Sincerely,

<<YOUR NAME>> <<TITLE>>