Dear \_\_\_\_\_,

This letter is to request approval to attend the National Organization for Victim Advocacy (NOVA)’s 51st Annual Training Event, in San Francisco, CA from July 22-25, 2025. NOVA51 will provide access to the latest training, resources and solutions we need to continue to provide the best services possible to [your clients/community].

Each year, NOVA’s Annual Training Event provides a unique opportunity for over 2,000 victim assistance professionals to share information, strategies, and lessons learned regarding their advocacy, personal wellness, and more. The event offers 4 days of nearly 100 workshops, keynote presentations, and networking opportunities that will allow me to gain best practices and insights, which I will immediately share with [your agency/team/organization]. This event will lead to my learning about new and emerging trends, collecting tools and resources, improving my skills in victim services, and making valuable connections with others in the field. I’m confident that this investment will directly result in the improvement of care for our clients, agency and community.

[Furthermore, as a credentialed advocate, attending this event will fulfill 19 CEUs of my continuing education requirement in just four days. This is more than half of the required continuing education units I need to maintain my credential.]

I am seeking approval for the registration fee, as well as travel and hotel expenses.  I have attached an expense worksheet that estimates the cost of my attendance to $XXX.

I hope that you will agree that my attendance at NOVA’s 51st Annual Training Event is a valuable use of time and funds to better my professional development and support the agency with new resources. Thank you for your consideration.

Sincerely,