**Customisable Letter to Line Manager**

Tēnā koe <Name>,

I would like to request approval to attend the 2025 NZSTA Conference, taking place from 10–12 September in Napier, Hawke’s Bay. This event is the largest professional gathering of speech-language therapists in New Zealand and presents a unique opportunity for me to grow professionally, connect with national leaders in the field, and bring back new strategies that align with our service goals.

Sessions at the conference focus on key areas including: [insert relevant themes such as paediatric intervention, neurorehabilitation, cultural responsiveness, service innovation, supervision, telehealth, AAC, justice settings, or research translation].

I’ve identified sessions that directly support my work in [insert your current role/focus], particularly around [insert specific examples].

I’m requesting support for registration and associated travel expenses. I’ve attached a draft cost outline for your review. Upon return, I’m happy to provide a summary of key takeaways or present a short informal session to our team to share insights.

**Early bird pricing is available until 14 July 2025,** which would provide savings on registration.

I’d be happy to discuss how this aligns with our wider service objectives and appreciate your consideration.

Ngā mihi nui,

< Applicant's Name>