



Dear _____,

I am writing to request approval to attend the upcoming MANRRS Eastern Regional Cluster Meeting, a professional development event hosted by the National Society of MANRRS, scheduled for October 10–11, 2025, in Atlanta, Georgia.

As a professional member, I believe this opportunity will significantly enhance my ability to contribute to our organization’s strategic priorities and initiatives. This is especially true in areas such as

The Regional Cluster features a dynamic agenda designed to strengthen leadership capacity, elevate organizational effectiveness, and deepen community engagement. Key highlights include:

- **Workshops and panels** exploring strategies to improve collaboration, communication, and team dynamics
- **Networking opportunities** with professionals and students across sectors, fostering cross-industry partnerships
- **Skill-building sessions** emphasizing behavioral insights, reflective practices, and actionable tools for cultivating inclusive workplace cultures

The registration deadline is **September 29, 2025**. The associated costs for registration, travel, lodging, and meals represent a meaningful investment in professional growth and long-term organizational impact. Below is a summary of anticipated expenses:

Expense Category	Estimated Cost
Registration	
Airfare/Ground Transportation	
Hotel	
Food Per Diem	
Total	

I am confident that my participation will yield valuable insights and practical strategies that can be directly applied to our work. Thank you for considering this request. I welcome the opportunity to discuss how this experience can further support our shared goals

Sincerely,