<Date>

Dear <XXX>,

I would like approval to attend the **10th Annual Society of American Indian Government Employees Society** (SAIGE) National Training Program **“Guiding Our Destiny with Heritage and Tradition”** Spokane, Washington, June 3 - June 7, 2013. In its 11th year, **SAIGE** is becoming known throughout the federal, state and tribal communities as a trusted and respectedsource for high-quality professional training for federal, state, and tribal HR, EEO, diversity, professional development, and tribal relations practitioners. SAIGE also provides the highest quality training in the fundamentals of Federal Indian Law; critical information for anyone who wants to work effectively and efficiently with tribal nations and communities.

The **SAIGE** Board is comprised our agency colleagues, representing more than 13 federal agencies, who ensure that the educational sessions offered are on relevant and taught by leading authorities. I know I will learn valuable information to help me perform my duties with a high degree of expertise, develop meaningful and sustainable working relationships and contribute to redeeming our federal trust responsibility. The program features more than two dozen educational sessions presented by high-ranking agency leaders and Federal Indian law experts and attorneys, as well as respected leaders from Indian Country.

More than 12 hours of in-the-classroom training are available, in addition to important topical discussions in the plenary sessions. Upon approval I plan to attend sessions focused on <XXX> which directly relate to the current challenges I’m facing. Each session has clearly described takeaways, with cutting-edge solutions that can be immediately implemented when I return to the workplace. Plus, I receive printed and electronic copies of materials from all sessions – including those I'm unable to attend – to share with my colleagues.

CLE credit is TBA.

Breakdown of conference costs:

Conference Fee: $<XXX>

Airfare: $<XXX>

Hotel: $XXX/night @ <XXX> nights – prevailing federal per diem

Transportation: $<XXX>

Meals: $<XXX> (breakfast is provided each day and lunch is provided for two days helping to reduce these costs)

Total Conference Cost: $<XXX>

Please consider my request to attend the 10th Annual SAIGE Training Program as a wise investment for our agency.

Sincerely,

<XXX>