**Sample Memo Requesting Employer Support to Attend Animal Care Expo 2023**

*Please note: The information provided is only an example to assist you in developing your own proposal for requesting to attend Animal Care Expo.*

**To**: [*Insert Supervisor Name and Title]*

**Date**: [*Insert Date]*

**From**: [*Insert Your Name and Title]*

**Re**: Animal Care Expo 2023

I am writing to request financial support to attend the Humane Society of the United States’ Animal Care Expo being held in New Orleans, LA, April 3-6, 2023.

Animal Care Expo is the largest international professional development conference and trade show in animal welfare. Expo provides participants with progressive sessions for shelter, rescue and other animal welfare professionals, volunteers, emergency managers and responders, veterinarians, and vet technicians. Expo offers high-quality educational sessions, professional keynote speakers, networking opportunities, and a dedicated trade show featuring the latest products and services relevant to the animal care field.

The sessions cover topic tracks Engagement, Field Services, Global Spotlight, Hot Topics, Leadership & Volunteers, Marketing & Fundraising, Pets for Life, Rescue Central, Veterinary Medicine, . I see value in attending these sessions: *[insert names and descriptions of topics relevant to your organization and its mission, goals, strategic business plan, etc.]*

The knowledge and skills I gain through the professional development sessions and the people I meet through the networking opportunities will be of great benefit to *[insert organization name]*. This experience will help me perform my job more effectively and the resources that I gather can be shared with my colleagues.

The cost of registration is $ *[insert amount applicable]* and includes all sessions and networking events, a trade show with almost 150 exhibitors and several included meals. Travel and accommodation are extra.

The Humane Society of the United States is the nation's largest animal protection organization. Their goal is to reduce suffering and improve the lives of all animals by advocating for [better laws](http://www.humanesociety.org/about/departments/legislation/); investigating [animal cruelty](http://www.humanesociety.org/issues/campaigns/); encouraging corporations to adopt animal-friendly policies; conducting disaster relief and [animal rescue](http://www.humanesociety.org/issues/animal_rescue/); and providing direct care for thousands of animals at their sanctuaries, emergency shelters and mobile veterinary clinics; and providing support and training to the animal care field.

Thank you for considering my participation in this important conference.

Sincerely,

*[Insert your signature]*