

## **Conference/Seminar Attendance Approval Letter**

**This package contains:**

1. Instructions & Checklist for Conference/Seminar Attendance Approval Letter
2. Conference/Seminar Attendance Approval Letter

## Instructions & Checklist for Conference/Seminar Attendance Approval Letter

- This package contains (1) Instructions & Checklist for Conference/Seminar Attendance Approval Letter; and (2) Conference/Seminar Attendance Approval Letter;
  
- This form is designed to assist you in drafting a letter to approve the attendance by an employee at a conference or seminar.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I have received your request to attend [Name of Conference/Seminar] on [Date].

This notification serves as confirmation that your attendance at this event has been approved. [Company Name] will cover [Amount] of your attendance cost. *[Delete if not applicable.]* We look forward to hearing about the new information and strategies you learn about at the event.

Should you have any questions or concerns regarding this matter, please feel free to contact me. Otherwise, I thank you for being a valued part of [Company Name].

Sincerely,

[Your Name]  
[Title if any or delete if none]