Dear \_\_\_\_\_,

This letter is to request approval to attend the National Organization for Victim Advocacy (NOVA)’s 51st Annual Training Event, live and online from July 21-25, 2025. NOVA 51 will provide access to the latest training, resources and solutions we need to continue to provide the best services possible to [your clients/community].

Each year, NOVA’s Annual Training Event is a forum in which to share information, strategies and lessons learned from other providers. While the training event will be held virtually this year, it will feature the same high-quality content offered by all of NOVA’s training events. This dynamic virtual experience offers 5 days of live workshops, keynote presentations, and networking opportunities that will allow me to gain best practices and insights, which I will immediately share with [your agency/team/organization].

The virtual training event provides access to 17 live CEUs, and 80 more through recorded workshops. [As a credentialed advocate, this more than fulfills the required continuing education units I need to maintain my credential.] At the reduced registration rates, the cost breaks down to approximately $5 per CEU!

This event will lead to my learning about new and emerging trends, collecting tools and resources, improving my skills in victim services, and making valuable connections with others in the field. With nearly 100 workshops to choose from, I’ll be able to focus my efforts in the areas that are most relevant to our work. I’m confident that this investment will directly result in the improvement of care for our clients, agency and community.

I am seeking approval for the registration fee of $XXX. I hope that you will agree that my attendance at NOVA’s 51st Virtual Training Event is a valuable use of time and funds to better my professional development and support the agency with new resources. Thank you for your consideration.

Sincerely,