Dear Supervisor’s Name,

 Psychometry is a unique and very skilled field. Learning more and enhancing skills in the field of psychometry would help me contribute to our organization’s success. Confidence, competence, and expertise help in accomplishing organizational goals, building strong teams, and having positive impacts on morale.

 Staying current on leading practices and changes in psychometry is critical to maintaining skills in this unique field. With that in mind, the annual National Association of Psychometrists (NAP) conference will occur on June 12 – 13, 2020.

 With your permission, I would like to attend the NAP conference in Washington, DC. Attending this conference offers a considerable opportunity to network with others in this highly skilled field, learn about differences in practices, potential changes and updates to testing measures, and hear from not only other psychometrists, but other neuropsychologists and psychologists in the field about their areas of expertise. The fee for registration is insert registration fee. I would also need to travel to insert location, from insert dates of attendance.

 I believe attending this conference will increase my skills and competence in psychometry, provide me with an opportunity to expand my knowledge base making me more confident in my role, and present me with the opportunity to expand our resources.

Sincerely,

Insert Name