Feel free to copy and paste the following template into a letter or email and to use it as the basis for attendance justification.

**Letter to Manager**

**Date**

Dear <**supervisor's name**>,

I would like to represent our <**tribe/organization**> at the Tribal Financial Manager Certificate training (TFMC), to be held December 6-8, 2016. NAFOA and Arizona State University’s American Indian Policy Institute has partnered to bring Indian Country the TFMC program, which is a professional development program that can broaden my expertise in tribal government accounting and finance.

The three-day certificate program provides an in-depth background in tribal government finance, complying with the OMB Uniform Guidance and other grant management regulators, an introduction to Indian law, taxation, internal controls, and indirect cost rates. The program offers up to 20 CPE credits, white papers, and access to important resources and publications. All presentations and discussions are tailored to an audience that works on tribal finance and economic issues.

I am seeking sponsorship for the travel expenses to the TFMC program. A detailed cost breakdown is included below:

* Registration Fee: $1,700 member/$1,850 non-member (includes meals, Wi-Fi, and course materials)
* Roundtrip Airfare: <$**xxxx**>
* Hotel: <$**xxxx**>
* The total cost associated with attending this conference is: <$**xxxx**>.

Sincerely,

<**Your name here**>