**Subject: Request to Attend the 2025 PBSA Annual Conference**

Dear [Name],

I am requesting approval to attend the 2025 PBSA Annual Conference being held October 26-28, 2025, at the Anaheim Marriott in Anaheim, CA.

With numerous educational sessions to choose from, including sessions from many major law firms specializing in Fair Credit Reporting Act law and compliance, I’m sure to take away valuable information and resources that benefit our entire team. The sessions are organized into 5 educational tracks - Legal/Compliance, Business, International, Drug Testing, and Tenant Screening – ensuring that I can tailor my education choices that align with our needs. I’m particularly excited to participate in the following sessions: [This is a good place to list 3-4 sessions that are applicable to your goals and/or day to day role!

When I’m not attending educational sessions, PBSA has planned 10 dedicated hours of Exhibit Hall time. The 2025 Annual Conference Exhibit Hall will feature at minimum 65 individual companies showcasing the latest and greatest products and services to support background screening. The full list of exhibitors and sponsors is available [HERE.](https://www.thepbsa.org/education/events/2025-annual-conference/sponsors-exhibitors/2025-annual-conference-sponsors-exhibitors/)

I’m planning to focus on searching for solutions from exhibitors or knowledge from educational sessions that can benefit these projects:

* [add you project or company pain point]
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* [add you project or company pain point]

The approximate investment for my attendance is:

**Airfare $XX [insert your estimated airfare]**

**Airport Transfers $XX (check your airport for shuttle info or use ride share within the PBSA app)**

**Accommodations $229/per night plus tax.***The PBSA room rate is available until October 3, 2025.*

**Meals $XX [insert your estimated costs]***Breakfast, lunch, and breaks are included in your Conference Registration on Monday and Tuesday, receptions with hors d’oeuvres are held on Sunday and Monday. Dinner will be served on Sunday evening.*

**Full-Conference Registration $695 Member / $2,500 Non-Member**  
*Early-Bird rate available until September 26, 2025. Prices increase after September 26. Visit the PBSA site for exact rates.*

The total estimated cost associated with attending the conference is $XXXX [insert your estimated total cost from above]. I am confident that the information I will bring back to our team from the educational sessions alone will yield a significant return on investment; adding the opportunity to meet with existing and new partners, make connections with like-minded organizations whom we can share ideas and ask questions of in the future.

Thank you for your consideration. Please let me know if you have any questions about my participation in the 2025 PBSA Annual Conference.

Sincerely,

[Your Name]