

Subject: Request to Attend Creating Change 2026

Dear [Employer Name],

I am writing to request approval to attend Creating Change 2026, the largest annual organizing and skills-building conference for the LGBTQ+ movement, presented by the National LGBTQ Task Force. This conference offers unparalleled opportunities for professional development and strategic networking, directly aligning with our organization's commitment to diversity, equity, and inclusion.

Creating Change 2026 will be held in Washington D.C. from January 21-25, 2026.

Why Creating Change?

Creating Change is designed for individuals committed to advancing LGBTQ+ rights and justice. Attendees come from diverse backgrounds—including organizers, academics, students, and professionals from both for-profit and non-profit sectors. By attending, I will gain exposure to cutting-edge strategies and best practices that can directly benefit our work.

The conference offers a transformative experience through intentional, intersectional, and diverse programming, including:

- **Skill-Building Workshops:** Focused on practical application, these sessions provide actionable takeaways in areas such as advocacy, community organizing, and legal support.
- **Day-Long Institutes:** Two dozen specialized institutes offer deep dives into critical areas, fostering concentrated learning and collaboration.
- **Community and Networking:** The conference is renowned for fostering a strong sense of community and provides ample opportunities to connect with other attendees, share insights, and build valuable partnerships.
- **Learning from Leading Voices:** The conference features engaging and knowledgeable presenters who deliver impactful sessions on a wide range of topics relevant to the LGBTQ+ movement.

Attendees of past Creating Change conferences consistently report gaining meaningful insights that they can apply to their work and communities. They also highlight the strong sense of safety, connection, and community experienced during the event.

Estimated Costs:

Here is an estimate of the costs associated with attending Creating Change 2026:

- **Conference Registration:**
- **Airfare:**
- **Transportation (in D.C.):**

- **Hotel:**
- **Meals:**

Total Estimated Expense Request: _____

Attending Creating Change 2026 would not only provide me with invaluable knowledge and skills but also allow our organization to contribute to and benefit from the collective efforts of the LGBTQ+ movement. The return on investment for our organization would be significant, as I would bring back actionable strategies and expanded networks to enhance our initiatives.

Thank you for your consideration of this request. I am confident that my attendance would be a valuable investment for both my professional development and the advancement of our organizational goals.

Sincerely,

[Insert Name]