



NATIONAL BLACK PRE-LAW CONFERENCE AND LAW FAIR

www.blackprelawconference.org

Employer Excused Absence Request

Replace all bracketed fields, then delete this instruction before sending.

[Date]

[Manager Name]

[Company Name]

[Company Address]

Dear [Manager Name],

I am writing to request approval to be away from work from [First Day of Absence] through [Last Day of Absence], including any necessary travel time, to attend the National Black Pre-Law Conference and Law Fair. The Conference will take place on [Conference Dates] in [Conference Location].

This national event brings together aspiring lawyers, law school admissions professionals, judges, and practicing attorneys. It offers opportunities to explore legal careers, learn about the law school application process, and engage with professionals working in law, leadership, and advocacy.

Attending will support my professional development and long-term educational goals. I am especially interested in [Relevant Session, Topic, or Learning Goal] and how that knowledge may contribute to my work at [Company Name].

I will coordinate coverage of my responsibilities and address time-sensitive tasks before my absence. I am also happy to share a brief recap of relevant insights with the team upon my return. Please let me know the appropriate leave procedure and whether you need any additional information.

Thank you for considering this request and supporting my professional growth.

Sincerely,

[Your Full Name]

[Job Title / Department]

[Contact Information]