

Date

Re: 2026 Texas Advanced Paralegal Seminar (“TAPS”) – September 30 – October 2, 2026 in San Antonio, TX

Dear **[APPROVING MANAGER’S NAME]**:

I respectfully request your approval to attend the 2025 Texas Advanced Paralegal Seminar (“TAPS”). Below I have outlined the direct benefits to **[COMPANY/DEPARTMENT NAME]** that my attendance would bring.

The Texas Advanced Paralegal Seminar is sponsored by the Paralegal Division of the State Bar of Texas and has earned a reputation as one of the formative continuing legal education conferences for paralegals across the State of Texas. The conference will include CLE, ethics, networking, and discussions of the latest trends, technologies, and developments within the legal industry.

In addition to the educational sessions, there are several vendors that I plan to visit at the conference, including **[EXPAND ON VENDORS YOUR ORGANIZATION WILL BE EVALUATING.]** Meeting these vendors will help us evaluate their latest offerings which can ensure we run our office more efficiently and become more competitive in the legal field.

I am a board-certified paralegal in ___law through the Texas Board of Legal Specialization, or I am a Certified Paralegal/Advanced Certified Paralegal through NALA or I am a Registered Paralegal through NFPA. As a certified paralegal, I must maintain ___ hours of CLE every ___ years for recertification. By attending TAPS, I will be able to fulfill my recertification CLE requirement.

Core Registered Paralegal CRP

- Completing 8 Continuing Legal Education ("CLE") credits every 2 years.
- Of those 8 credits, at least 2 must be on ethics and/or DEI topics.

Registered Paralegal RP

- Completing 12 Continuing Legal Education ("CLE") credits every 2 years.
- Of those 12 credits, at least 2 must be on ethics and/or DEI topics.

Certified Paralegal, CP and Advanced Certified Paralegal with NALA

- 50 Hours of CLE, including 5 hours of legal ethics every 5 years

TBLS-BCP

- 30 Hours of CLE in the specialty area within the 3 years immediately preceding application, through December 31st in the year of the application (COULD BE AN ADDITION TO THE LETTER FOR THOSE WHO ARE PLANNING ON TAKING THE TBLS EXAM THIS YEAR/NEXT YEAR/FUTURE)
- 75 Hours of CLE in the specialty area by December 31st of each 5th year of certification

Additionally, I am an Active member of the Paralegal Divisions of the State Bar of Texas. As such, I am required to complete 5 hours of CLE and 1 hour of Ethics by May 31, 2026 to renew my membership.

My attendance would represent our company's investment of time and money, including September 29 – October 2, 2026 being considered professional-development time. Below you will find a breakdown of expected costs and my plan for keeping expenses to an absolute minimum:

- Name of CLE – **Texas Advanced Paralegal Seminar (TAPS)**
- Location – **San Antonio, Texas**
- Dates & # of Nights – **September 30 – October 2, 2026 & 2 nights**
- Estimated Total Cost
 - Registration: \$400 (member) or \$500 (non-member)
 - Hotel:
 - Mileage:
 - Food:
 - Thursday Night Social: \$50 (member) or \$60 (non-member)
 - Other:
 - Grand Total Estimated Cost:

Please note that the deadline to register online is September 18, 2026 so I would greatly appreciate your response by **<insert date>**.

Thank you in advance for your consideration.

Please let me know if you have any questions.

Sincerely,

<Your Name>

Title

E-mail