

Employee Letter (Western District Conference 2026)



Dear _____,

I would like to request approval to attend the Public Relations Society of America (PRSA) Western District Conference, #WDC2026, taking place February 2-4, 2026, at the [Balboa Bay Club](#) in Newport Beach, CA.

This annual conference brings together strategic communicators, agency leaders, corporate and nonprofit executives, and emerging talent from seven chapters across the Western United States to exchange ideas, sharpen their skills, and build meaningful connections. From dynamic speakers to hands-on sessions, this conference will offer rich insights and meaningful connections, all in a setting designed to inspire and recharge.

Themed, “**Charting the Course: Waves of Change, Currents of Opportunity,**” this year’s conference promises insightful programming, expert-led sessions, and ample opportunities to grow my network and career all within a setting that fosters both relaxation and inspiration. This conference will give me tools and takeaways to help our [agency/department/company] rise above the tide.

The full agenda, including keynote sessions and diverse breakout topics, will be available soon. soon.

Registration Costs:

- Early Bird Pricing: PRSA Members: \$379| Non-Members: \$449
- Regular Pricing: PRSA Members: \$479| Non-Members: \$549
- PRSSA Student Member Pricing: \$199

(Early Bird Registration Open Now Until Friday, October 17, 2025)

I anticipate gaining actionable takeaways, learning new strategies, and making valuable connections that will directly enhance my role and contribute to our team’s success. To **learn more about the conference**, click [here](#).

I appreciate your consideration and look forward to discussing this opportunity.

Sincerely,

If your employer is unfamiliar with PRSA or the Western District, consider adding:

About PRSA

The Public Relations Society of America (PRSA) is the world's largest public relations organization, with a network of more than 400 professional and student chapters in the U.S., Argentina, Colombia, Mexico, Peru and Puerto Rico, and over 21,000 members . Founded in 1947, PRSA advances the profession through professional development, ethical standards, and industry leadership.

About PRSA Western District

PRSA's Western District consists of 11 chapters in five western states: Arizona, Colorado, Hawaii, southern California, and southern Nevada. The Western District acts as a unified voice throughout the region with the goal to elevate the public relations profession by supporting professionals with comprehensive resources and cultivating leaders through relevant and engaging education.