Dear <Supervisor’s Name>,

I would like your approval to attend the 2017 Joe Abrahams Leadership Academy, the Florida Recreation and Park Association’s two-part, extensive school that focuses on leadership and skills that will prepare me for the future with <insert agency name>. The first half of this prestigious Leadership Academy is taking place Wednesday, January 25-Friday, January 27, 2017. The second half will take place at the 2017 Annual FRPA Conference.

Attending this academy will allow me to grow as a leader in this organization and develop the qualities that I possess for the good of those around me. Equipped with the knowledge that I will gain from the Abrahams Leadership Academy, I will be ready for the next step in <insert agency name> and be able to identify the ways in which I can do my part to lead the agency with the vision and values we have come to adopt.

The Academy fee is $1300/$1200 and includes my accommodations and meals for the academy as well as my registration for the 2017 Annual Conference. The Abrahams Academy will allow me access to other professionals who will help me grow in my leadership capacities. I will be teamed up with a group of like-minded professionals from around the state, therefore connecting me with a group of endless support and possibilities.

Here is the approximate cost of my attendance from Wednesday, January 25- Friday, January 27:

Transportation:   
Hotel: included in Part I  
Meals:   
Academy Fee:   
Total:

My enrollment in the 2017 Abrahams Academy would be a wise investment for <insert agency name>. The contacts I’ll make and the knowledge I’ll gain will allow me to bring back useful and applicable information and strategies to advance our agency.

Thank you for your consideration.

Sincerely,

<Your Name here>