Dear <Supervisor’s Name>,

I would like your approval to attend the 2018 Annual Florida Recreation and Park Association Conference, the premier event for park and recreation professionals looking to advance their career and make their community a better place. The event is taking place August 27-30, 2018 in Orlando, FL.

Attending this conference will expose me to a wide variety of classes and workshops that will enhance my knowledge and skill base. Sessions such as <insert session name here> particularly peak my interest as I strive to be a better employee. This conference will also allow me to network with other individuals in the field from across the state who experience much of the same successes and scenarios that I experience in my work day.

The conference fee is $300/$400 since I am a member/non-member of FRPA. This is quite a deal for three and a half content-packed days of education including leadership, aquatics, recreation programming, situational issues, parks maintenance, marketing, social media, skills building and more. Registration includes full access to speakers, sessions, networking opportunities, the Awards and Installation Ceremony and the Exhibit Hall.

Here is the approximate cost of my attendance from Monday, August 27-Thursday, August 30:

Transportation:   
Hotel:   
Meals:   
Conference Fee:   
Additional Workshops:   
Total:

My attendance at the 2018 FRPA Conference would be a wise investment for <agency name here>. 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>