# Sample Letter to Supervisor/Manager

< Date >

Dear < supervisor’s name >,

I am seeking authorization to attend the **2019 PRO Aquatics Conference and Trade Show,** held November 5 – 8, 2019 at Blue Mountains Conference Centre, Town of the Blue Mountains. This is the premier aquatic training event in North America with more than 40 sessions, four inspiring keynote speakers and a trade show with leading-edge vendors from across Canada and North America. I am seeking approval for the registration fee, travel expenses and necessary meal expenses.

This is a great opportunity for me to learn from top industry leaders while growing professionally and to bring back innovative ideas and best practices to enhance our programs and services. In addition to the sessions, there will be many opportunities for me to meet and build relationships with aquatic and recreation industry experts.

I have identified a number of sessions that will allow me to gain knowledge and new skills that will help me develop and contribute to our operations:

< Insert a few session titles and descriptions and describe how they will contribute to your development and the enhancement of the programs and services in your organization. >

Following the conference, I will share my learnings, takeaways and any recommendations inspired by the Conference with staff either in a presentation or report so that we can all benefit from this new knowledge.

The <early bird> <PRO Member> full conference registration fee is <$xxxx>. This price will increase after **September 12** and again on **October 8**. Registration provides full access to all educational sessions, keynotes, networking events and the trade show. Here is an overview of the cost for my attendance:

Conference Fees: <$xxxx>

Hotel: <$xxxx>

Meals: <$xxxx>

Transportation: <$xxxx>

Misc Fees: <$xxxx>

Total: <$xxxx>

I strongly believe that there is a high return on this investment for < our organization/name of organization >. The skills and knowledge I will acquire and the professional connections I will make will be valuable assets for our community.

Thank you for considering supporting my attendance at the 2019 PRO Aquatics Conference and Trade Show. If there is any further information you require, please do not hesitate to ask.

Sincerely,

< your name here >