(Date)

Dear (supervisor’s name),

I would like to attend RTA Connect 2021, March 16-18, 2020, in Las Vegas (or virtually).

RTA Connect 2021 is the premier event for all RTA Fleet Management Software users as well as individuals interested in improving fleet management operations. The conference enables me to attend numerous training sessions that are directly applicable to my work and allows me to network with a variety of experts and colleagues to learn from their experiences.  The education sessions provide information on how to (list benefits to your responsibilities).

The general session presentations are tailored to the education of RTA software users. I am formally requesting financial support to attend this once-a-year event. A detailed cost breakdown is included below.

After reviewing the convention information, I am able to choose from a variety of educational sessions and real-world networking opportunities which will allow me to gain knowledge and understanding about how we can improve in our company processes.

Getting the information in a seminar format will greatly reduce the research time and cost (insert your company’s name) would normally incur in researching topics.  I formally request (insert name(s) here), my team members join me to capitalize on this event – divide and conquer, if you will – to make the most out of this fantastic event.

Here is the breakdown of conference costs:

Airfare, if applicable: ($XXXXXX)

Transportation, if applicable: ($XXXXX)

Hotel, if applicable: ($XXXXX) RTA has negotiated a $53+tax/night rate (+$30 resort fee) if reserved prior to 2/12/21.

Meals, if applicable: ($XXXXX) Note that Breakfast and Lunch are included each day as part of my registration fee, if attending in-person.

Conference Registration Fee: (XXXXX)

The total costs associated with attending this conference are: ($XXXX)

The investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I will provide a report of my key takeaways and recommended actions to our team. I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,

(your name)