[DATE]

Dear [Supervisor]:

I’d like to attend the ACT 2023 International Conference July 30 - August 2 in Seattle, WA. The Conference will present this year’s best opportunity to explore innovative transportation demand management solutions needed to succeed and will enable me to attend a number of education sessions that are directly applicable to my work, as well as allow me to network with a variety of industry experts and colleagues. This conference provides three and a half days of education and training, along with best practice sharing and networking, delivering tremendous value to many attendees across the country.

This conference brings together the TDM community along with many industry experts and is an extremely cost-effective way to ensure that we’re getting the most from our professional development investment. The total cost to attend will be around $\_\_\_\_ (see breakdown below). We’ll realize immediate dividends with all of the educational sessions, intensive training, and industry exhibitors.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

After reviewing the conference program, I identified a number of education sessions which will help me to gain a deeper knowledge and understanding about how we can improve our processes, including:

* [add session]
* [add session]
* [add session]

In addition to the many education sessions, industry experts, and keynote speakers, the Conference also provides the opportunity to view many best practices and case studies. As we convene at the national level I’ll learn from hand’s on technical sessions, hear real world experience and gain new perspectives and unparalleled network opportunities.

**Here’s an approximate breakdown of ACT 2023 International Conference costs:**

Airfare: Seattle-Tacoma Intl. Airport $

Transportation (Light Rail, Airport Express, Lyft/Uber): $

Hotel: (X nights at ACT rate of $279/night) $

Meals: (most meals included in registration fee except dinner) $

Conference Early Bird Registration Fee: $825 ($725) if you take advantage of February Promo

Total: **$**

I’ll submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations. I will also be glad to share relevant information with key personnel throughout our organization.

Thank you for considering this request. I look forward to your reply.

Regards,

[Your Name]