Dear <Supervisor’s Name>,

I would like to request approval to attend the 2021 NRPA Annual Conference, which takes place September 21-23 at the Music City Center in Nashville, Tennessee.

This national conference brings together park and recreation professionals, citizen advocates and industry suppliers for education sessions, networking opportunities and the industry's largest trade show featuring the latest products for our field.

This is a great opportunity for me to learn from top thought leaders in the field to not only grow professionally, but also bring back new ideas and best practices that will help us reduce costs, increase efficiencies and build value in various areas for our community. Outside of the sessions, there will be many opportunities for me to network and build relationships with other park and recreation professionals from all over the country who may serve as key contacts for both present and future projects.

After reviewing [the conference website](http://www.nrpa.org/conference), I have identified several education sessions that I believe would be very beneficial for me and our agency. Here are just a few:

1. <List session 1>
2. <List session 2>
3. <List session 3>

I also have identified several exhibitors that have products or services that may benefit our agency. This conference will be a great opportunity to meet with them face-to-face, make a connection and see their products first-hand.

The early bird registration rate <for NRPA members is $XXX> <for NRPA non-members is $XXX> and will increase on August 6.

Registration includes full conference benefits — including access to more than 60 education sessions, three keynote sessions, exhibit hall admission and networking opportunities.

Here is an overview of the cost for my attendance:

* Registration Fee: <$xxx>
* Hotel: <$xxx>
* Airfare: <$xxx>
* Transportation: <$xxx>
* Meals: <$xxx>
* Total: <$xxx>

To ensure the safety of all attendees, NRPA will follow all federal, state and local guidelines set for in-person gatherings as well as recommendations provided by the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO). In-person attendees can anticipate daily health and wellness check points, physical distancing and face covering requirements as well as other health and safety protocols.

I believe that my attendance at this event would be a wise investment for <agency name here>. The knowledge I will gain and the connections I will make will be extremely valuable.

If there’s any further information I can provide to support my request, please do not hesitate to ask.

Sincerely,

<Your Name here>