Dear <Supervisor’s Name>,

I would like to request approval to attend the 2021 NRPA Annual Conference virtual event, which takes place September 21-23.

This national conference brings together thousands of park and recreation professionals, citizen advocates and industry suppliers for education sessions, networking opportunities and an inside look at 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 to 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:

* <List session 1>
* <List session 2>
* <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, make a connection and learn more about 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.

Virtual registration includes full conference benefits — including access to more than 60 education sessions, three keynote sessions, virtual exhibit hall admission and networking opportunities. Attendees also will have continued access to the virtual conference platform and content through December 31, 2021.

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 that I can provide to support my request, please do not hesitate to ask.

Sincerely,

<Your Name here>