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**COVER LETTER TO SUPERVISOR**

To: < Insert Supervisor name>

Date: < Insert date>

Subject: Attending DesignDC 2019: Charged Up!

I’d like to get your approval to attend DesignDC 2019, September 16-18, in Washington, DC. There’s no other show where I’ll have the opportunity to learn the key information I need to get the most out of our current (and future) products and technologies. I’ll have access to experts so I can grow my skills and increase our productivity.

I’ll be able to choose from more than 40 educational workshops, tailoring my schedule to attend the workshops that are directly applicable to my work and will allow me to network with a variety of building and design experts and colleagues who have faced similar challenges. I chose each workshop because it directly relates to an issue we currently face.

In addition to the educational workshops, DesignDC offers a diverse show floor where I can identify new products, potential partners and/or customers that could lead to new business.

I plan to achieve the following three objectives:

• Objective 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Objective 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Objective 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am seeking approval for registration fees, travel expenses to the conference and hotel accommodations during the event (if needed). A detailed cost breakdown is included below.

Here is the breakdown of conference costs: < Insert your travel cost numbers here>
Airfare: $
Hotel: $
Meals: $
Registration: $
Other expenses: $

The total costs associated with attending DesignDC are: $

Attending DesignDC will have huge value for me and < insert company, department or organization here>. Please let me know if you have any questions, and thanks in advance for your support.

Sincerely,

< Insert your name>