[DATE]

Hi [Supervisor]:

There is a conference this December designed specifically for athletic directors that I would love the opportunity to attend. The National Athletic Directors Conference is being held in Tampa, Florida from December 11-15. It offers a unique opportunity to get additional training, learn best practices from seasoned athletic directors, and network with my peers.

The event represents an opportunity to gain new skills that will benefit our student athletes and our school as a whole. In particular, I would like to focus on education that could benefit these projects:

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

If I book by November 20th, I will be able to take advantage of the discounted Early Bird registration rate for the conference and Leadership Training Courses. More information on the event can be found on the event website, [adconference.org](http://www.adconference.org/).

**Here is an approximate cost to attend the 2020 National Athletic Directors Conference:**

|  |  |
| --- | --- |
| Airfare | Insert estimated cost |
| Transportation | Insert estimated cost |
| Hotel (3-5 nights at $159/night + taxes) | Insert estimated cost |
| Meals (2 guaranteed meals included with conference registration) | Insert estimated cost |
| Conference registration fee | $255 \*Early Bird |
| Leadership Training Courses ($85 each \*Early Bird\* – max 5) | Insert estimated cost |
| TOTAL | Total based on above estimates |

Following the event, I can submit a post-conference report outlining major takeaways, new insights, and recommendations for improvements we can make to benefit our school.

Thank you for considering my request!

Regards,

[Your Name]