

< Date >

Dear < supervisor's name >,

I would like to attend the Oklahoma Public Safety Conference, the premier event for public safety communications professionals in the State of Oklahoma. The conference will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of association experts and colleagues from around the state. Many of the presentations are tailored to the < your profession > professional and give information on how to < list benefits to your responsibilities >. I am seeking sponsorship for the registration fee, travel expenses to the conference, and housing expenses during the conference. A detailed cost breakdown is included below.

After reviewing the conference program, I have identified a number of education sessions which will allow me to gain knowledge and understanding about how we can improve our processes. The presentations are facilitated by both industry experts and association colleagues who have faced similar challenges. I chose each of these presentations because it is directly related to an issue we are dealing with currently. Getting the information in a seminar format will greatly reduce the research time and costs the < your organization's name > would normally incur in researching the topics. Incidentally, I have only listed some of the seminars that I will attend. Including them all would make this memo much too long.

< You will need to insert the session descriptions which most apply to your responsibilities. >

< The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs. >

The full price conference fee is <\$xxxx>.

< You will need to insert your travel cost numbers in here >

Here is the breakdown of conference costs:

Transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx>

Conference Fee: <\$xxxx>

The total costs associated with attending this conference are: <\$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of < your profession > makes my attendance at the Oklahoma Public Safety Conference a wise investment, which will yield rich dividends for < name of your organization >.

Sincerely,

< your name here >