Dear [Supervisor’s name],

I respectfully request your approval to attend the RV Industry Association's 2025 Leadership Conference, being held March 4-6 in Phoenix, AZ.

The Leadership Conference offers an exceptional opportunity to engage in leadership development workshops and presentations led by industry experts. The knowledge and skills acquired from these sessions can be directly applied to my work, fostering both my personal growth and our team’s success. Moreover, collaborating with industry executives and emerging leaders will help establish valuable connections that can positively impact the industry for years to come.

Here's an approximate breakdown of conference costs:

* Airfare and Transportation: $XXX
* Hotel Cost: $369/night
* Full Conference Registration: $795 (includes all sessions, speakers, meals, activities and networking events)
* Total: $X,XXX

If given the chance to attend, I’ll be sure to share more information, including the sessions and speakers as plans are finalized. After the event, I’ll share a summary of major takeaways, best practices, and recommendations. I believe my participation in this event will significantly contribute to my professional growth and enable me to bring valuable insights and initiatives back to our team.

Thank you for considering this request. I look forward to your reply.

Sincerely,

[Your Name]