***Letter to supervisor***

<DATE>

Dear <supervisor name>,

 I would like to attend the NIGP Annual Forum and Products Exposition August 25-28, 2019 in Austin, Texas. The NIGP Forum is the largest North American educational event exclusively for public procurement professionals. My attendance will provide me the opportunity to participate in a number of educational sessions that are directly applicable to my work and will provide me with greater knowledge and improved job performance. The ideas, knowledge and expertise shared at the Forum by procurement experts and peers will provide immediate organization ROI.

The Forum educational opportunities include approximately 70 educational workshop sessions, a series of formal networking opportunities, plenary sessions featuring top-notch professional speakers, and an exhibit hall featuring nearly 250 exhibitors highlighting the latest products and services available to the government.

After reviewing the list of workshops, I have identified the following sessions that are relevant to <agency name; or project name; or strategic issue>. These sessions will provide me with knowledge and improved understanding of issues our agency is currently facing.

Session #1:

Session #2:

Session #3:

Session #4:

Session #5:

Session #6:

Session #7:

Session #8:

Session #9:

Session #10:

The total cost for my Forum attendance is <$XX>. A breakdown of the expenses is attached for your review. <include a copy of the expense worksheet> I have chosen <X registration package> which will save our entity <$XX>

Upon my return, I will submit a trip report that will outline what I learned that can be shared with my colleagues, including session handouts and other materials received at the Forum.

Thank you for considering my request.

Sincerely,

<your name>