Dear <Supervisor’s Name>,

I would like your approval to attend the 2022 MPRA Conference and Expo, the premier event for park and recreation professionals looking to advance their career and make their community a better place. The event is taking place March 1-4, 2022, in Springfield, MO.

Attending this conference will expose me to a wide variety of sessions and events that will enhance my knowledge and skill base. Sessions such as <insert session name here> particularly pique my interest as I strive to be a better employee. This conference will also allow me to network with other individuals in the field from across the state who experience much of the same successes and scenarios that I experience in my workday.

The conference fee is $385/$435 since I am a member/non-member of MRPA. This is quite a deal for three and a half content-packed days of education including aquatics, professional development, health & wellness, marketing & communications, management & leadership, park & natural resources, programming & special events, sports, and more. Registration includes full access to speakers, sessions, networking opportunities, meals, socials, the awards banquet and the exhibit hall.

Here is the approximate cost of my attendance from Tuesday, March 1 - Friday, March 4:

Transportation:

Hotel:

Meals:

Conference Fee:

Additional Workshops:

Total:

My attendance at the 2022 MPRA Conference & Expo would be a wise investment for <agency name here>. The contacts I’ll make and the knowledge I’ll gain will allow me to bring back useful and applicable information and strategies to advance our agency.

Thank you for your consideration.

Sincerely,

<Your Name here>