**< date >**

Dear **< supervisor’s name >**,

I would like to represent **< your organization >** at the FSAE Annual Conference, July 10-12 at the Hyatt Regency Jacksonville Riverfront. The FSAE Annual 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 and nation. A cost breakdown is included below.

I am interested in a number of education sessions including **<list sessions here>.** The presentations and training sessions are facilitated by industry experts and association colleagues. Designed to provide ideas and solutions that we can implement immediately, I selected the sessions below because they are directly related to issues we currently face. Some of the sessions that I will attend include:

* **< session one >**
* **< session two >**
* **< session three >**

Conference registration includes full access to the three-day event, most meals, and scheduled networking events on Wednesday and Thursday. Here is the cost breakdown:

* Conference Registration:  **EARLY BIRD /YOUNG PROFESSIONAL RATE ENDS APRIL 30**
* Transportation: **< $xxx >**
* Hotel: **$150/night at Hyatt regency Jacksonville**
* Meals: <$xxx> - Meals included in registration: dinner Wednesday, all meals Thursday and a light breakfast and lunch on Friday

The full price conference fee is <**$xxxx**>, but can be reduced $50 if I register before the early bird deadline on April 30.

The opportunity for me to develop contacts and gain knowledge in specific areas of <**your area of expertise**> makes my attendance at the FSAE Annual Conference is a wise investment, which will yield rich dividends for <**name of your organization**>.

Thank you in advance for considering this request. I look forward to discussing this opportunity!

Sincerely,  
**< your signature here>**