

[Date]

Dear [supervisor’s name],

**This is a request for approval to attend the 2020 STN EXPO, taking place June 4-9, 2020, at the J.W. Marriott in Indianapolis, Indiana**. Hundreds of student transportation professionals nationwide will converge to take advantage of the event’s mantra – content, community and commerce – providing a true one-stop educational experience.

During the five-day event, student transportation professionals will connect and learn how to improve operations and safety for their transportation teams. Returning this year is the exclusive 2-day Transportation Director Summit, taking place Friday, June 5 and Saturday, June 6, for qualified professionals. The trade show begins the evening of Monday, June 8 and concludes on Tuesday, June 9, showcasing the latest in training, products and services.

**STN EXPO registration includes**:

* **Conference Pass** – 5 days of educational sessions and workshops.
* **Trade Show** – 130+ exhibitors featuring a wide range of student transportation products, solutions and services.
* **Catered Networking Events** – Ability to connect with 1,500 student transportation stakeholders.
* **Post-Event Resources** – Access to download dozens of speaker presentations from the official conference mobile app.

I am planning to attend the following sessions and workshops, which directly relate to the (ENTER DESCRIPTION) project I’m currently working on:

* Session name
* Session name
* Session name

Estimated cost breakdown to attend the STN EXPO:

Registration fee: {$XXX}

Airfare: {$XXX}

Hotel: {$XXX}

Transportation: {$XXX}

Meals: {$XXX}

Total cost: {$XXX}

Following the conference, I plan to share the key insights I have learned with my colleagues. I assure you that my attendance at the STN EXPO is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your name here]