 

[Date]

Dear [supervisor’s name],

This is a request for approval to attend the **2020 STN EXPO Reno Conference and Trade Show, presented by School Transportation News.** The conference takes place on November 1-5, 2020, at the Peppermill Resort Hotel in Reno, Nevada. 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 Sunday, November 1 and Monday, November 2, for qualified professionals. The trade show showcases the latest in training, products and services and begins Tuesday evening, November 3 and concludes on Wednesday, November 4.

**STN EXPO registration includes**:

* **Conference Pass** – Access to all keynotes, 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 keynotes and workshops [ENTER ADDITIONAL SESSIONS AS NECESSARY], which directly relate to the [ENTER DESCRIPTION] project I’m currently working on:

* **Keynote Session**: “The Trust Edge” on Tuesday, November 3 with best-selling author David Horsager
* **Keynote Session**: “Four Commitments of a Winning Team” on Wednesday, November 4 with Team Building Expert Mark Eaton
* **Keynote Session**: “Making Peace on the School Bus Through Restorative Practices” on Thursday, November 5 with Inspirational Speaker Azim Khamisa

Estimated cost breakdown to attend the 2020 STN EXPO Reno:

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 2020 STN EXPO Reno is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your name here]