 

[Date]

Dear [supervisor’s name],

This is a request for approval to attend the **2021 STN EXPO Reno Conference and Trade Show, presented by School Transportation News.** The conference takes place on December 4-9, 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 Saturday, December 4 and Saturday, December 5, for qualified professionals. The trade show showcases the latest in training, products and services and begins Tuesday evening, December 7 and concludes on Wednesday, December 8.

**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, 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 2021 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 2021 STN EXPO Reno is a wise investment that will bring considerable value to [company/organization]. In addition, STN will follow all official government, local authority, relevant health authority, and specific venue guidance and requirements for all health, safety, and protective measures. Rest assure that STN and the Peppermill Resort are committed to provide a safe and healthy environment for all attendees.

Thank you for your consideration,

[Your name here]