 

[Date]

Dear [supervisor’s name],

This is a request for approval to attend the **2021 TSD Conference and Trade Show, presented by School Transportation News.** The conference takes place on November 17-22 at the Embassy Suites by Hilton Frisco Hotel Convention Center in Frisco, Texas. Hundreds of student transportation professionals nationwide will converge to take advantage of the event’s mantra – **Special Needs Training** – 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. The trade show showcases the latest in training, products and services and begins Friday evening, November 19 and concludes on Saturday, November 20.

**TSD Conference registration includes**:

* **Conference Pass** – Access to all keynotes, educational sessions and workshops.
* **Trade Show** – 70 exhibitors featuring a wide range of student transportation products, solutions and services.
* **Catered Networking Event** – Ability to connect with 700 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** on Thursday, November 18 with Behavior Expert Patrick Mulick
* **Keynote Session** on Friday, November 19 with Special Needs Education Attorney Betsey Helfrich
* **Keynote Session** on Saturday, November 20 with School Psychologist & Author Adam Sáenz

Estimated cost breakdown to attend the 2021 TSD Conference:

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 TSD Conference 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 assured that STN and the Embassy Suites Hotel are committed to providing a safe and healthy environment for all attendees.

Thank you for your consideration,

[Your name here]