



Sample Letter to Supervisor

<Date>

Dear <Supervisor>,

I would like to attend the Recreation Manitoba (RM) 2022 Annual Provincial Recreation Conference and Trade Show being held May 5th- 6th in Winnipeg, Manitoba. This conference brings together speakers from different recreation sectors to discuss and share innovative topics, unique partnerships, and promising practices. There are more than 20 sessions, 2 keynote speakers, and a trade show including many leading vendors in the industry. I am seeking approval for the registration fee, travel expenses, and necessary meal expenses.

This is a great opportunity for me to learn from the top leaders in the province in the recreation field. Attendance at the conference will help me develop professionally and bring back new information and ideas to create positive development within <organization>. There will also be many opportunities to network and build new professional relationships with recreation industry experts, colleagues, and vendors who may serve as key contacts and mentors to help my learning and professional development.

I have identified a number of sessions that will allow me to learn new skills and practices that can help contribute to the wellbeing of <organization>.

(Insert session title and description for each and describe how they will help your professional development and your organization. Be brief and concise.)

Following the conference, I will share my new knowledge, takeaways, and recommendations in a report or presentation to the staff.

The total for the RM 2022 Annual Provincial Recreation Conference cost is _____. This includes the registration fee, travel expenses, hotel, meals, and miscellaneous costs. Registration for the full conference includes a lineup of several workshops to choose from, two keynote speakers, two breakfasts, two lunches, energizers, tradeshow, and endless networking opportunities! Attached is a detailed cost breakdown <attach expense worksheet>.

I am confident that this is a worthwhile investment. The knowledge, skills, and connections I will gain as a result of attending this conference will benefit <organization>, and the community. Thank you for considering supporting my attendance, if you require any other information, please don't hesitate to ask me.

Sincerely,
Your name