[DATE]

Dear [Supervisor]:

I would like to attend CNU 28.A Virtual Congress June 10-13 2020. This four-day event is this year’s best opportunity to learn innovative solutions to challenges we’re facing in [enter community name] with world-renowned experts. At CNU 28, I can participate in a number of educational workshops and sessions that are directly applicable to my work, as well as network with a multi-disciplinary group of civic-minded placemakers.

This conference brings together the leading experts in the fields of planning, architecture, urban design, engineering, advocacy, politics, and more. I’ve done the math, and it is a cost-effective way to ensure that we are getting the most from our professional development investment and staying ahead of the curve by learning about the latest solutions to design and development challenges, directly from the source. The total cost to attend will be approximately [$$].

In particular, I’d like to focus on finding solutions or best practices that will directly benefit these projects:

* [add project or initiative]
* [add project or initiative]

After reviewing the conference program, I have identified a number of sessions that will help be most beneficial to me, including:

* [add session]
* [add session]
* [add session]

I will submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations for our firm. I will also be glad to share relevant information with key personnel.

Thank you for considering this request. I look forward to your reply.

Regards,

[Your Name]