**SAMPLE LETTER TO SUPERVISOR**

Hello [*insert supervisor’s name*],

I received an announcement about GEOGRAPH User Group that will take place on **September 13th-15th, 2021 in Greenville, South Carolina**. I would like to attend and bring new knowledge and lessons learned back to [*insert your company*]. This professional development opportunity would empower me with insights and techniques I could apply to our current project's to improve the quality of our work.

At this user group, there will be several hands-on sessions that I’m interested in attending. I will also address [*insert a work challenge if you have one. If not, do not include this sentence*] with GEOGRAPH’s experts to identify possible solutions. Additionally, I’ll see what others in our industry are doing now and discover how they are tackling challenges similar to the ones we face in [*insert your company*]. I will share any new knowledge, skills, and insights with colleagues to benefit [*insert your company*] upon my return.

The cost to attend the user group will include travel expenses, hotel, and meals, which will add up to [*Insert the amount*]. The cost breakdown is listed below:

**Airfare or Mile per Diem**: ~ $Ticket cost or $0.56 X #Miles (<https://www.irs.gov/tax-professionals/standard-mileage-rates>**)**

**Travel to and from the Airport**: $ [*A free shuttle is provided by the hotel from and to GSP International Airport*]

**Hotel**: $

**Meals**: $ [*Breakfast is complimentary if booked with* [SpringHill Suites Downtown Greenville](https://www.marriott.com/event-reservations/reservation-link.mi?id=1612283730319&key=GRP&app=resvlink) *and lunch is provided for attendees by GEOGRAPH*]

This is a great opportunity to attend valuable educational sessions, gain knowledge, and learn from experts and peers what works best for them. This user group has the potential to inspire improvements to our current processes, particularly in our [*insert your project here*] initiative. Lastly, I will develop an overview of what I’ve learned and actionable takeaways for the team so that we can work together to move the department and [*insert organization name*] forward.

I hope you will consider my request and grant me approval to attend. Thank you.