Logo, company name

Description automatically generated**COVER LETTER TO SUPERVISOR**

Monday, September 19, 2022  
  
Dear **[insert supervisors name]**,

I would like to attend the **[insert name of event]**, **[insert date of event]** in **[insert city and state of event]**. The event will enable me to attend several education sessions that are directly applicable to my work and will allow me to network with a variety of facility management experts and colleagues from around the world.

Many of the presentations are tailored and will provide me with tools to reduce costs, implement best practices, gain insight on industry trends, etc. I am seeking approval for registration fees, travel expenses, and hotel accommodations during the event. A detailed cost breakdown is included below.

I plan to achieve the following three objectives:  
*(Example for Facility Managers – I plan to take back three innovative and trending ideas to implement within our daily operations.*

*Example for Suppliers – I plan to make at least three connections with decision makers that could lead to new business.)*

1. Objective 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Objective 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Objective 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After reviewing the conference website, I have identified several education sessions and have listed those on the attached worksheet. The presentations are facilitated by both industry experts and colleagues who have faced similar challenges. I chose each presentation because it directly relates to an issue we currently face.

The full price conference fee is **$XX**, but can be reduced by registering before the early discount deadline of **[insert early bird discount rate and deadline]**.

[**Insert your travel cost numbers here**]  
Here is the breakdown of conference costs:  
Conference Registration Fee: **$**

Designation Courses (if applicable): **$**

Roundtrip Airfare: **$**

Transportation: **$**   
Hotel: **$**   
Other (Meals, Per Diem, etc.): **$**

**The total costs associated with attending this conference are: $**

I look forward to bringing my key takeaways back to implement and share with our organization to strengthen our operations, enhance efficiency and productivity, and impact our bottom line. Please review the Cost/Benefit Worksheet (attached) to see the value my attendance will bring to the organization in hard dollars.

Upon my return from **[insert event name]**, I will review my original objectives and provide you back with a report on how I will be able to apply what I learned. I will tie these learnings to our organizations short-term and long-term goals, marketing plan, budget, and strategic plan. I assure you that by attending this event, I will provide added value to our company.

Sincerely,

**[insert your name]**