**[DATE]**

Dear **[Supervisor]**,

Please consider this letter as my formal request for your approval to attend the [2023 TripSpark Ignite User Conference](https://ignite.tripspark.com/), taking place April 2-6 at the NOPSI Hotel in New Orleans, Louisiana.

The [agenda can be found here](https://www.tripspark.com/ee_files/internal/TripSpark-Ignite-User-Conference-Agenda-2023.pdf).

**Justification for attendance**

This conference will help us stay informed and progressive in our efforts to meet our customers' demands and be operationally excellent. This educational and interactive conference is also intended to benefit us with:

* Intensive product training sessions and networking with TripSpark’s software experts, to learn how we can maximize the functionality of our existing software
* Product demonstrations about recent software updates, and a solution center to identify & resolve our agency specific challenges.
* Excellent networking opportunities to learn from other community transportation operators

In addition to helping us achieve our long-term operational goals, I believe that my attendance at TripSpark Ignite can directly impact the following <agency name> projects:

* **[add project]**
* **[add project]**
* **[add project]**

For budget purposes, here is an approximate breakdown of TripSpark Ignite, 2023 expenses:

Hotel: (4 nights at a discounted rate of US$189.00/night, plus taxes) $756

Meal allowance: (for meals not included at the conference) $XX

TripSpark Ignite Registration Fee: (before January 1st, 2023) $1,2001

1Group rate of $950 for 3+ registrants

With respect, I would appreciate your decision soon, so that I can make my travel arrangements. Also, hotel and flight options may sell out as we get closer to the date. Thank you for considering my request.

Sincerely,

<Insert Name>