**[DATE]**

Dear **[Supervisor]**,

Please accept this request for your approval to attend the 2025 TripSpark Ignite User Conference, taking place April 13-16 at the Loews Coral Gables Hotel in Miami, Florida.

The TripSpark Ignite user conference is an opportunity to participate in three days of interactive education and training where attendees can:

* Engage with industry leaders, innovators, and transit professionals.
* Take home new connections, ideas, and insights.
* Consult with TripSpark transit experts and book 1:1 meetings.
* Learn how to improve operations and boost rider satisfaction with TripSpark solutions.
* Participate in Novus training to receive certification.

In addition to helping us achieve 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 2025 expenses:

Hotel: (4 nights at a discounted rate of US$279.00/night, plus taxes) $XXXX.00

Flight to and from the conference $XXX.XX

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

TripSpark Ignite Registration Fee: (before October 30, 2024) $1,000.00\*

\*Group rate of $800.00 for 3+ registrants

I would appreciate your decision soon to save a seat at the conference and make my travel arrangements before the hotel and flight options sell out or increase in price.

Thank you for considering my request.

Sincerely,

<Insert Name>