Dear <add supervisors name>

I would like your approval to attend the 2017 NAA Education Conference & Exposition, June 21-24 at the Georgia World Congress Center in Atlanta. I believe the event will enable me to bring back new ideas and innovative strategies that will help us serve our residents better while maximize company resources. I will also be able to network with other experts and colleagues, and meet with current and potential suppliers in a timely and cost effective manner. The educational sessions are tailored to the share industry best practices in a wide range of areas including technology, marketing, maintenance, operations, leasing, leadership and more. The speaker presentations are facilitated by both industry experts and apartment housing professionals who have faced similar challenges.

The following sessions would be beneficial to our existing performance improvement goals:  
• Example #1  
• Example #2  
• Example #3

I have estimated the total expense to be <please add your airfare, roundtrip taxi to hotel @ $50, hotel @ $220 plus tax & resort fee per night, and choose the correct conference registration fee here:>  
educonf.naahq.org/education-conference/register

To ensure we get the most out of my participation, I will plan to submit a report post-conference, including an executive summary and detailed action plan.

Thank you for considering this request.

Regards,  
<your name>