**Sample Letter to Supervisor**

Dear <supervisor’s name>

I would like to attend the 40th Annual Tri-State Seminar to be held in Las Vegas, NV, August 4 - 7, 2025. The seminar will enable me to attend a number of sessions that are directly applicable to my work and will allow me to network with a variety of experts and colleagues from the tri-state area. Many of the presentations are tailored to the w**ater and wastewater** profession and will allow me to gain knowledge and understanding about how we can improve our processes. I will also earn valuable contact hours to keep my certification(s) current. I am seeking support for the registration fee, travel expenses, and meal expenses. A detailed cost breakdown is included below.

The presentations are facilitated by both industry experts and water & wastewater colleagues who have faced similar challenges and are familiar with the industry. Getting the information in a seminar format will greatly reduce time and costs that would normally incur in researching the topics. I would be willing to prepare and deliver a short presentation to my co-workers upon my return.

Here is the breakdown of seminar costs <add or delete costs as necessary>   
Roundtrip Airfare or Mileage: **<$xxxx>**  
Transportation: **<$xxxx>**  
Hotel: **<$92/night> (if booked before 7/25/2025)** <**Insert a statement if you are willing to share a room>**  
Meals: **<$xxxx>**  
Seminar Registration Fee: **$99 (if registered before 7/18/2025)**  
Total costs: **<$xxxx>**

<**Insert a statement if you are willing/able to share any of the seminar costs with the employer.>**

The opportunity for me to develop better contacts and expand my knowledge in specific areas of **< your profession >** makes my attendance at the 2025 Tri-State Seminar a wise investment, which will yield rich dividends for us.

Sincerely,

**< your name here >**