Dear <supervisor's name>,

I would like to attend the 2020 **LeadingAge IN | INALA** Spring Conference and Trade Show which takes place Monday, May 11 – Tuesday, May 12, 2020 in Indianapolis. Throughout the conference I will attend many sessions that are directly applicable to my role here at <COMPANY NAME>. I will also have opportunities to meet with a variety of professionals and colleagues at the 2020 Trade Show.

After reviewing the conference program, I have identified several sessions that address the specific needs and challenges we face and will provide helpful information on how we can address these issues moving forward. Some of the sessions I am particularly interested in attending are:

<Insert the session descriptions which most apply to your responsibilities.>

For additional information on the conference I encourage you to visit [www.laincon.org](http://www.laincon.org). I am confident that my attendance at the 2020 LeadingAge IN Spring Conference and Trade Show will result not only in my own professional development, but also in knowledge and best practices that I can share with colleagues who did not attend to build a stronger team. The opportunities to network with peers and learn from experts are an appropriate use of both our training/education budget and my time away from work. I would be happy to discuss your expectations of my attendance to ensure that they are met.

I very much appreciate your consideration of my request. If you require any further information at this point, please let me know.

Sincerely,

<**your name here**>