**Dear <Manager’s Name>,**

I’m writing to ask for your approval to attend [ThinkTransit: The Trapeze Technology Conference](http://www.trapezegroup.com/thinktransit) (formerly known as the Trapeze User Conference) that brings together transit agencies from across North America for three days of hands-on learning, training and more. It is taking place on June 3-6, 2018 in Nashville, Tennessee.

Here are eight reasons I think it will be a valuable conference for me and our transit agency:

1. Three days of intensive hands-on learning, training and networking (about 26 hours’ worth, to be exact)
2. Over 120 practical sessions with takeaways that I can bring back to improve our agency
3. Learning ways to work more efficiently, optimize our tools, and save time from other Trapeze users and product experts
4. A chance to connect with over 450+ like-minded transit professionals, from a range of agencies across North America, and learn new efficiencies and cost-saving tips
5. An opportunity to preview new technology and use the latest features that will make us a transit leader
6. The most cost-effective way to ensure we’re getting the most from our Trapeze investment, resulting in immediate ROI
7. Inspiring keynote presentations that will invigorate me and my team
8. Satisfaction guaranteed – 98% of Trapeze attendees would recommend the conference to others and 97% said it met or exceeded their expectations

In particular, I’d like to focus on solutions and best practices that could benefit our upcoming projects:

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If you’d like to learn more about the event, you can [view the website here](http://www.trapezegroup.com/thinktransit).

I’ve broken down the cost of attending the conference as follows:

* Airfare: $$$
* Hotel: $$$ (at a discounted rate)
* Meals (2 dinners at $50): $100
* Conference (early bird pricing): $$$
* Total: $$$

Upon my return from the 2018 ThinkTransit Conference, I will share key takeaways including those that can immediately impact our operations.

Thank you for your consideration – as the conference has discounted early bird rates, I would appreciate your attention to this matter so we can secure the best rate.

Thank you,

<Your Name>