**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 April 14 - 17, 2019 in Tampa, Florida.

Here are nine 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. Opportunities to learn from other Trapeze users and product experts about how to work more efficiently, optimize our tools, and save time
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. An opportunity to take a pulse on where our agency is at within the broad transit landscape
7. The most cost-effective way to ensure we’re getting the most from our Trapeze investment, resulting in immediate ROI
8. Inspiring keynote presentations that will invigorate me and my team
9. 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: $$$
* Hotel: $199 per night (at a discounted rate)
* Meals (2 dinners at $50): $100
* Conference (early bird pricing): $1275.
* Total: $$$

Upon my return from the 2019 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>