[MANAGER],

I would like to request funding to attend the 2020 CivicSummit from May 3 – 6, 2020, in Buffalo, New York. This conference is designed to offer educational and networking opportunities to increase the effectiveness of local municipalities to engage with their citizens.

Attending CivicSummit will provide me with opportunities to:

* Network and collaborate with hundreds of fellow local government employees.
* Learn from industry thought leaders and their peers, while participating in learning sessions, general discussions, and educational lectures all focused on increasing citizen engagement.
* Learn about new technology that may benefit our administration and citizens.

The sessions and workshops at this conference will allow me to:

* Strengthen my understanding of how to develop digital strategies that impact more citizens.
* Assess opportunities for [YOUR MUNICIPALITY] to enhance its integration, accessibility, communication, and efficiency of citizen engagement initiatives.
* Learn how other municipalities are increasing transparency, strengthening cybersecurity, and improving service delivery to meet increasing citizen expectations.
* Learn how [YOUR ORGANIZATION] can optimize CivicPlus’ solution offerings to allow our staff to work more efficiently and to engage citizens better.

Attending the CivicSummit will help me gain knowledge, enabling me to deliver better results on [PROJECT NAME] project.

Below please find an itemized list of the costs associated with my attendance at CivicSummit:

* Airfare/Travel: [$IF APPLICABLE]
* Hotel: [$IF APPLICABLE]
* Event Registration: [$AMOUNT]
* Total: [$AMOUNT]

I can schedule a post-conference meeting with you to summarize the major takeaways from the conference so that we can form an action plan for implementing the key lessons learned to help [YOUR ORGANIZATION] reach its goal of [GOAL]. I can also share relevant information with key personnel throughout [YOUR ORGANIZATION].

Thank you for taking the time to review this request. I look forward to hearing from you.

Sincerely,

[YOUR NAME]