[Date]

[Name]:

The citizens of <city/county/state> are counting on us to take care of our community in a safe, sustainable way. They expect us to use our resources wisely, deliver a high level of service, and ensure our community continues to thrive well into the future.

For this very reason, I would like to request funding to attend the Cartegraph National Conference, taking place April 29 – May 3 in Denver, Colorado. The conference is a valuable opportunity for me to grow professionally and will help me bring new operations and asset management strategies, skills, case studies, and industry best practices back to <organization name>, ultimately helping our team deliver the best possible outcome for our citizens.

Apart from one-on-one consulting with industry experts, the conference offers over 90 sessions tailored to our unique challenges and opportunities, plus daily opportunities to network with hundreds of my local government peers. After reviewing the conference schedule, I have identified several sessions that would be very valuable for me to attend on behalf of our organization. For example:

* [<Pick session 1>](https://hubs.ly/H0gbZGl0)
* [<Pick session 2>](https://hubs.ly/H0gbZGl0)
* [<Pick session 3>](https://hubs.ly/H0gbZGl0)
* [<Pick session 4>](https://hubs.ly/H0gbZGl0)

With your permission, I also plan on attending the pre-conference Cartegraph Admin Certification training, which will save <organization name> 5 percent off future Cartegraph implementation and professional service agreements through April 30, 2020 after I pass the final test.

The Cartegraph National Conference would provide me the opportunity to exchange ideas with colleagues facing the same challenges we are, allowing our team to learn from their struggles and benefit from their successes. There will also be numerous networking opportunities for me to meet and build relationships with industry experts, Cartegraph staff, solution partners, and other local government professionals from across the country who may serve as important contacts for current and future initiatives in <city/county/state name>.

Here is an overview of the investment for my attendance:

Conference Registration Fee: $XXX

Hotel: $XXX [*Book through* [the Sheraton Downtown Denver](https://www.starwoodmeeting.com/events/start.action?id=1805234134&key=13F1F960) *to save*]

Airfare: $XXX

Transportation: $XXX

Meals: $XXX

**TOTAL: $X,XXX**

I believe my Cartegraph National Conference attendance would be a wise investment for <organization> that could benefit our organization and citizens for years to come. If given the opportunity to attend, I will submit a post-conference summary and share relevant best practices and strategies with other team members and departments.

If there is any further information I can provide to support my request, please do not hesitate to ask.

Thank you,

<Your name here>