[Date]

Dear [Name],

I would like to attend Heartland School Solutions’ annual Connect training conference in Durham, NC, from March 31 – April 2, 2020. This three-day event is the perfect opportunity for me to take in-depth software training for [include the Heartland software programs your district uses], learn new strategies, cultivate ideas, and discuss industry trends with 100+ nutrition professionals.

At Connect 2020, I will have the opportunity to:

* Choose from 70+ engaging breakout sessions, training courses, and open forum discussions led by nutrition experts.
* Connect with schools of all sizes to share ideas on how to tackle the challenges facing our industry and build a network of forward-thinking food service directors and staff.
* Learn tactics and tips that can help grow our program participation, develop a strong social media presence, foster leadership in our teams, and more.
* Gain a deeper understanding of the Heartland products we use now and see - first hand - the cutting edge, new technologies that could help shape the future of our operation.

I’m confident this event will prove to be a powerful tool for our program to glean insights and best practices to strengthen our program. I've broken down approximately how much it will cost for me to attend:

* **Airfare: [**$$$]
* **Hotel:** $199/night + tax
* **Conference:** $750
* **TOTAL:** [$$$]

You can also learn more about the event at www.HeartlandSchoolSolutions.com/connect. Upon my return, I will share an overview of the event with you that includes major takeaways, tips, and recommendations I’ve learned from Connect 2020.

Thanks for taking the time to review this request and I look forward to talking to you more about it!

Regards,

[Signature]