April , 2022

Recipient First Name Last Name

Job Title

Street Address

City, State ZIP

[Name]:

The residents of Carteville are counting on us to take care of our community in a smart, safe, and sustainable way. They expect us to use our resources wisely, make the most of our recent infrastructure funding, and deliver the highest service levels to ensure our community thrives well into the future.

For this very reason, I would like to request funding to attend the [Cartegraph National Conference](https://www.cartegraph.com/conference) (CarteCon), taking place May 3-5, 2023, in Arlington, Texas. The in-person event offers a valuable opportunity for me to grow professionally. It will help me bring new infrastructure management strategies, skills, case studies, and best practices to Carteville.

Apart from one-on-one consulting and learning from hundreds of my peers, the agenda will be packed with sessions tailored to our organization’s challenges and opportunities. With your permission, I also plan on attending the pre-conference Cartegraph Admin Certification training (May 1-2, 2023). Once I pass the final test, this will save our team 5% off future Cartegraph professional service agreements for a year.

CarteCon would give me the chance to exchange ideas with colleagues across the country—allowing our team to learn from their struggles and replicate their successes. There will also be several networking events for me to meet and build relationships with industry experts, Cartegraph staff, solution partners, and other professionals who may serve as important contacts for current and future initiatives in Carteville.

Here is an overview of the investment for my attendance:

|  |  |
| --- | --- |
| *Conference* | *$1,095 (full price)* |
| *Admin Training Add-On (optional)* | *$700* |
| *Hotel (room block + tax is $273/night)* | *$XXX* |
| *Airfare + Transportation* | *$XXX* |
| *Meals (breakfast + lunch provided)* | *$XXX* |
| ***TOTAL*** | ***$X,XXX*** |

I believe my Cartegraph National Conference attendance would be a wise investment for Carteville that could benefit our team and community for years to come. Given the opportunity to attend, I will submit a post-conference summary and share best practices and strategies with my fellow team members and departments. If there is any further detail I can provide to support my request, please do not hesitate to ask.

I appreciate your consideration,

John Smith

Public Works Director

City of Carteville