

## Cover Letter to Supervisor

To: < Insert Supervisor name >

Date: < Insert date >

Subject: Attending TAPPI Leadership Virtual Conference

I would like to attend TAPPI's Leadership Virtual Conference on November 21-22, 2019 from 12:00 PM - 2:15 PM (ET). This is an excellent opportunity for me to learn strategies on how to be a better leader on the job, effectively mentor others, and show my team how they can achieve more at < insert company, department, or organization here >.

I'll gain insights from a lineup of industry speakers with a wide range of experiences in sessions that are crafted around building tactful leadership skills and a stronger team.

Since this is a virtual conference, I will be able to collaborate with other attendees from around the globe while saving on the cost of travel and limiting my time away from my job. I will have early access to an event forum to share articles and thoughts in advance as well as take home an ebook of conferences take-aways to implement immediately.

I plan to achieve the following three objectives:

- Objective 1: \_\_\_\_\_
- Objective 2: \_\_\_\_\_
- Objective 3: \_\_\_\_\_

The full price conference fee is \$199. Should you see the value for more employees, blocks of tickets can be purchased at a discounted rate (10 tickets for \$1,492 or company-wide access for \$3,995.)

I am seeking approval for registration fees for the live event. If this event were held in person, there would be other costs such as travel, hotel, parking and meals. Because this is held virtually, the only cost is registration.

Attending the TAPPI Virtual Leadership Conference will have huge value for me and < insert company, department, or organization here >. I look forward to bringing the knowledge I gain back to <the company/my team/our clients >. Please let me know if you have any questions and thank you in advance for your support.

Sincerely,

< Insert your name >