

< **Date** >

Dear < **supervisor's name** >,

I would like to attend the North East Association of Rail Shippers (NEARS) 2022 from April 4-6, 2022 in Baltimore – the premier conference for rail shippers.

I can also attend a number of keynotes and educational sessions that are directly applicable to my work and will allow me to network with a variety of transportation, equipment, technology and supply chain experts and colleagues from the U.S. and Canada. All the presentations are tailored to the rail transportation professional and give information on how to < **list benefits to your responsibilities** >. The NEARS Spring conference is one of the most reasonably priced events, and I am seeking approval for the travel expenses to NEARS Spring 2022. A detailed cost breakdown is included below.

After reviewing the NEARS Spring 2022 agenda, I have identified a number of exhibitors and sessions which will allow me to gain knowledge and understanding about how we can improve our supply chain practices and cut costs. The sessions are facilitated by industry experts who have faced similar challenges. Getting the information in a conference format will greatly reduce the research time and costs the < **your organization's name** > would normally incur in researching the topics.

< **You will need to insert the exhibitors and session descriptions which most apply to your responsibilities.** >

Here is the breakdown of NEARS Spring 2022 costs:

Registration: <\$xxxx>

Roundtrip Airfare: <\$xxxx>

Transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx> (Breakfast and Lunch are included in Registration)

The total costs associated with attending NEARS Spring 2022 are: <\$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of rail transportation and operations makes my attendance at NEARS Spring 2022 a wise investment, which will yield rich dividends for < **name of your organization** >.

Sincerely,

< **your name here** >