Dear Manager/Sir/Madam,

I would like to attend this year’s USITT Annual Conference & Stage Expo.

There are few organizations that can offer the same opportunities as USITT. The conference is the premier event for theatre design professionals. This year’s agenda offers dozens of presentations, professional development workshops, backstage tours and design exhibits that are very relevant to my job challenges right now,

The conference features many industry guest speakers and networking opportunities that will greatly benefit my work. <give specific program information and agenda> For example, the session on <insert specifics> will help me <insert specifics>.

The conference is broken up into commissions covering different areas of emphasis in technical theatre. Each commission is responsible for scheduling workshops, speakers, and presentation that highlights their field. I hope to become more deeply involved in the <insert commission name> commission, specifically, and am looking forward to the <specific session or speaker> as a highlight of this year’s conference.

Please check out the conference website [www.usittshow.com](http://www.usittshow.com). I have been following the conference on social media, and there is a lot of buzz about this event!  
  
The cost to attend the conference will be the registration fee, travel expenses, hotel, a meal per diem and parking. I also wish to participate in the Professional Development Workshops preceding the event as it will be a great networking and training opportunity.  
  
The total cost for the conference is <fill in the blank>. The detailed cost breakdown is listed in the paragraph below.  
  
Here is my estimated breakdown of conference costs:  
  
Conference Fee:  
  
Airfare:   
  
Transportation to and from Hotel:   
  
Hotel:   
  
Meals:   
  
Total :  
  
I am writing to respectfully request your assistance with these expenses this year, as I believe my involvement in this conference is an important part of my growth as a designer/technician. I also believe our continued participation on this national stage increases the reputation of our institution. My attendance at this conference is a wise investment and will pay off for years to come.

Any assistance you may offer would be deeply appreciated.

Thank you very much for your time and support.

Sincerely,