**COVER LETTER TO SUPERVISOR**

To: < Insert Supervisor name>
Date: < Insert date>

Subject: Attending the ISSA North America 2023 Show

I’d like to get your approval to register for the **ISSA North America 2023 Show,** November 13-16, 2023 in Las Vegas, where cleaning professionals will connect for four days of industry-leading education, robust networking, product and service exploration, and much more!

There’s no other place where I’ll have the opportunity to learn the key information I need to gain the knowledge and strategies to drive results. The education program offers 70+ sessions so I can tailor my schedule to attend those directly applicable to my work and network with other professionals facing similar challenges. This investment is sure to pay off for our daily operations and our company.

In addition to the top-notch educational program, ISSA Show North America offers a diverse exhibit floor where I can identify new products and potential partners that could open new business opportunities. I’ll be able to gather information about improved solutions that we might consider implementing.

**My goal is to achieve the following three objectives:**

• 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am seeking approval for related expenses. My registration fee would be $<insert amount from worksheet>. Travel-related costs are approximately $<insert amount from worksheet>.

Please let me know if you have any questions, and thanks in advance for your support.

Sincerely,

< Insert your name>