Dear (supervisor's name),

I would like to attend the 2025 TAA ONE Conference & Expo, May 7-9, in Houston, Texas. The conference will offer 3-days of main stage speakers and education sessions, networking opportunities with likeminded peers, and the largest statewide Expo with hundreds of exhibiting companies with products and services specifically for the rental housing industry.

The education sessions are tailored to (insert your primary function here i.e., finance professional, technology professional, etc.) and share expertise on how to (insert benefits/lessons here, for example: reduce costs, increase productivity, and motivate staff/improve resident retention). After reviewing the conference website, I have identified several educational sessions that I would like to attend, such as (include session name #1, session name #2, session name #3 and session name #4).

Here is the breakdown of conference costs:

* Conference Registration <$xxx>
* Hotel <$xxx>
* Transportation - airfare or mileage reimbursement <$xxx>
* Cab, Shared Ride Fares and/or Parking <$xxx>
* Meals <$xxx>
* Gratuity/Tips <$xxx>

The total costs associated with attending this conference are:<$xxx>.

With over 4,500 attendees anticipated to attend, I will take notes to bring my networking connections and learning takeaways back to share with the team and company so everyone can benefit from this opportunity. With advance approval, I can plan for coverage while I am out of the office. Please let me know when you are available to discuss this further.

Sincerely, (your name here)