March 1, 2023

Dear [Supervisor’s name],

This is a request for approval to attend the 2023 MTTIA (Midwest Teachers of Transportation and Industrial Areas) Annual Conference, taking place August 1-3, 2023, in Brainerd, Minnesota. Now in its 38th year, the MTTIA conference is the official annual meeting place for secondary and post-secondary transportation instructors in the Midwest. The MTTIA conference provides over 100 educators in the areas of Automotive, Auto Body, Diesel Equipment, Heavy Truck, and Small Engines/Powersports the opportunity to grow professionally, learn new skills to take back to their students, and network with their peers and industry professionals.

By attending MTTIA Conference I’ll be joining educators and industry professionals from across the Midwest for training sessions with the latest vehicle technologies and classroom teaching strategies from professional trainers and OE manufacturers.

**Benefits of Attending:**  
• 20 hours of CEU’s for program accreditation and teacher training requirements   
• Discovering the latest technologies from industry professionals  
• Unmatched networking with industry, employers, and instructors   
• Attending a growing vendor and exhibitor Show

• Partnership with St. Cloud State University making training eligible for college credit

Below is an estimated cost breakdown to attend the 2023 MTTIA Conference:

Registration fee: {$XXX}

Airfare/Transportation: {$XXX}

Hotel: {$XXX}

Meals: {$XXX}

**Total cost: {$XXX}**

Following the conference, I plan to share the key insights I have learned with my colleagues. I assure you that my attendance at the MTTIA Conference is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your name here]