

Dear \_\_\_\_\_,

I am writing to request consideration of my attendance at the CTAA 2026 EXPO in Omaha, Nebraska.

Participating in this conference will allow me to engage in educational sessions that are directly relevant to my work, enhancing my knowledge, understanding, and skills within the transit industry. Additionally, I will have the chance to network with transit professionals and peers from across the United States. The workshops and educational sessions cover various categories pertinent to my role, including:

- Data literacy
- Technology and systems evolution
- Workforce development
- Fleet management
- Microtransit and paratransit trends and best practices
- Federal legislative and policy updates

Attending this industry event will provide significant professional benefits, which in turn will positively impact \_\_\_\_\_. This conference is attended by leaders in community public transportation and is invaluable to the industry as a hub for connection and new ideas with vendors, government officials, and our peers in transit.

I am seeking approval for the registration fee, hotel, and travel expenses to the conference. My estimated total budget would be \_\_\_\_\_.

Thank you for your time and attention. I'm confident that this opportunity to develop professionally and gain knowledge will have a direct positive impact on \_\_\_\_\_, and will make my attendance at CTAA's 2026 EXPO a great investment!

Thank you,

\_\_\_\_\_

\_\_\_\_\_