

Date: _____

Dear _____,

I am writing to express my desire to attend the Community Transportation Association of America (CTAA) Leadership Academy, which will be held February 28 - March 5, 2027 in Washington, D.C.

CTAA's Leadership Academy is a highly regarded professional development program designed for emerging and established transit leaders who want to take a meaningful and actionable step to improve their leadership capacity. Leadership Academy equips participants with practical leadership skills through classroom intensives, guest speakers, peer collaboration, and participation in CTAA's Legislative Fly-In.

Participation in the Leadership Academy will allow me to:

- Strengthen my leadership and decision-making skills
- Learn effective strategies for addressing workforce challenges
- Collaborate with transit professionals from across the country
- Gain insight into current transit policy and federal funding priorities
- Bring actionable ideas and insights back to our organization

The leadership academy also includes participation in CTAA's Legislative Fly-In, where attendees meet with federal policymakers on Capitol Hill and learn about how transportation policy decisions affect small transit systems, allowing me to advocate for _____ first-hand.

Attending this industry education program will provide significant professional benefits, which in turn will positively impact _____. One recent graduate even shared that Leadership Academy was "hands down the best training experience of [their] life."

I am seeking approval for the registration fee (\$3,650), travel, and room and board expenses to the conference. My estimated total budget would be _____. The registration fee is due to CTAA by December 18, 2026.

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 Leadership Academy a great investment. I look forward to bringing back new ideas, skills, and leadership practices that will benefit our organization.

Thank you for your consideration,
