

[Today’s Date]  
[Your Supervisor’s Name]  
[Your Supervisor’s Title]

Dear [Your Supervisor’s Name],

I would like to ask your permission to attend the United Soccer Coaches in Chicago from January 9-13, 2019. The United Soccer Coaches Convention is the largest gathering of soccer coaches, administrators, and partners in the world.

I plan to network with other coaches and administrators as well as earn multiple educational diplomas in order to share this knowledge and my new connections throughout [insert your organization here]. The presentations will not only cover coaching topics, but will also provide information on how to enhance my knowledge related to [clearly list benefits to your job responsibilities].

A huge benefit of this event is the ability to attend educational sessions in one location for five (5) days to earn multiple educational diplomas.

* [Diploma #1 with description including benefits to your organization]
* [Diploma #2 with description including benefits to your organization]
* [Diploma #3 with description including benefits to your organization]

The full Convention price is $565, but can be reduced to $365 by registering before December 6, 2018. I am seeking funding from [insert your organization here]. I estimate the total costs associated with attending the Convention as: [insert total costs]. I have listed and detailed all related expenses in the Convention Expenses Worksheet.

The knowledge I will gain from attending the 219 United Soccer Coaches Convention will not only help me become a better coach and serve my players, but will also help [insert your organization here]. I appreciate your consideration for this tremendous professional development opportunity.

Sincerely,

[Your name]