

**[Today's Date]**

**[Your Supervisor's Name]**

**[Your Supervisor's Title]**

**[Your Employer's Name]**

**[Your Employer's Address]**

Dear **[Your Supervisor's Name]**,

I would like to attend the **DATIA 2018 Annual Conference and Exposition – Big Ideas in the Big Easy** taking place May 22-24, 2018 in New Orleans, LA.

DATIA's annual conference is *the singular place* where hundreds of drug and alcohol testing industry professionals from all over the world meet to learn and discuss the very latest information on regulatory affairs, ethics, safety, and business practices critical to running a successful business. By attending, I will be provided with a wealth of fresh, tangible ideas to advance our options and assist in the growth of this business.

DATIA anticipates more than 850 professionals will attend this year's conference, including influential speakers from the industry and government who will address and interact with attendees to discuss areas of crucial importance. Below are some of the benefits that I will receive from attending DATIA's 2018 Conference:

- Important regulatory updates from DOT representatives that affect your business
- Special networking events with 850+ professionals
- First-hand access to cutting-edge technology via 70+ exhibitors
- 20+ educational sessions

Specifically regarding the educational sessions, I believe the session **[Insert Your Favorite Session from the Agenda]** will help me to learn better ways of handling **[Insert a specific issue your company is facing]**.

There is simply no replacement for the power of a face-to-face meeting. It's an unmatched opportunity to discover new products from a varied group of exhibitors at once, meet with experts in the field, and receive instant feedback from peers.

Here's an approximate breakdown of conference costs:

- Registration = \$ \_\_\_\_\_ (**\$549 for members / \$699 for non-members**)
- Hotel = \$ \_\_\_\_\_ (**\$229 or \$239 with a view per night**)
- Airfare = \$ \_\_\_\_\_
- Transportation to/from Airport = Approximately \$50 round trip

- Meals = Mostly free. DATIA provides breakfast daily, two lunches, and evening receptions

TOTAL: \$ \_\_\_\_\_ (But the return on investment is worth so much more!)

Thank you for taking the time to consider my request to attend, as well as the impact that this opportunity will have on my job performance at **[Your Employer's Name]**. To learn more about the DATIA 2018 Annual Conference and Exposition, please visit: <http://datia.org/educations/datia-annual-conference.html>.

Sincerely,

**[Your Name]**