Dear [insert supervisors’ name]:

I am requesting approval to attend Fire-Rescue International (FRI), hosted by the International Association of Fire Chiefs, August 19-21 in Phoenix. This event is expected to draw over thousands of fire service leaders from across the United States and around the world. FRI is unique in that it focuses on officer development, education and leadership for current and emerging fire service officers of all ranks.  
  
Over three days, I’ll participate in innovative education and learning formats that differ from what’s offered at other conferences and center around five content and experience hubs: (1) operational excellence, (2) responder wellbeing; (3) future-forward; (4) human talent; and (5) leadership insights. The keynote speakers will include Dan Cnossen, former US Navy SEAL and Paralympian and Seth Mattison, Co-Founder and Chief Movement Officer of Luminate Labs.

Attending FRI also will enable me to connect with fellow fire service officers outside our local area. These connections will generate new ideas and perspectives that can help me be a better officer and provide new thinking and solutions for how we address operational, fiscal and leadership issues within our department.

In addition to education and networking, the expo hall is perfect for doing price comparison shopping on some of the essential purchases we have coming up. There are also new, inexpensive technologies I believe can save us time and money that I would like to look into as we continue to increase efficiencies.

After returning from FRI, I’ll report on what I’ve learned with you and our entire department. I will share my take-aways, handouts, and notes from the conference so that others will benefit from this experience as well.

I am seeking your approval for the registration fee and travel expenses to attend FRI. I am confident that there are affordably priced hotels and travel options that will allow me to attend within the context of our budget.   
  
I hope you will grant me this opportunity and see that the value that comes from the great ideas and contacts this conference provides will more than pay for the trip itself.

Thank you,

Your Name