

Here is a sample letter that you can customize to present to your supervisor outlining the advantages of attending the YP Summit.

< Date >

Dear < supervisor’s name >,

I would like to request your support for my attendance at the Young Professionals Summit on August 16, 2025, which will be held in Chicago prior to the APWA PWX event. Besides being able to network with colleagues from all over the US and Canada to share ideas and solutions, there will be several professional development sessions that will enhance my working style.

The Summit will be led by distinguished professionals in the public works field. This unique opportunity to learn from such industry leaders is one of the main reasons I am hoping to attend.

I believe the educational content and professional development aspects of this event will be invaluable to me and will enable me to not only grow as a professional but become even more valuable in my position here. Topics presented relate directly to my work as <your profession>.

I am requesting approval for travel costs, the registration fee, and time to attend the Summit. For the Summit, registration is only $200 early bird or $225 after the early bird deadline.

The opportunity for me to develop relationships and gain knowledge in public works makes my attendance at the YP Summit a good investment, and I plan to share the information I learn with you when I return.

Sincerely,

< your name here >