

Dear <Supervisor's Name>

I'd like to attend the Senior Dining Association's SYNERGY Senior Dining & Hospitality Conference in Orlando, Florida, on April 18-20, 2022. This is the first live event the SDA has held since 2019.

SYNERGY is a great educational opportunity. It will feature keynote speakers, industry experts and influencers, roundtable discussions, a chef's competition, a vendor tradeshow, and multiple networking opportunities. It will focus on leadership development and operational best practices regarding cost and supply issues, recruitment and retention, food trends, and more.

More than ever, I believe it's important to connect with like-minded professionals from across the U.S. and Canada who are experiencing similar challenges and opportunities.

Here are approximate costs to attend the conference:

Registration: SDA Member Rate: \$1,275; Non-Member Rate: \$1,475

Travel: \$ [*insert your travel cost for airfare, Uber, rental car, etc.*]

Hotel: \$ [*insert your accommodations costs*]

Meals: \$ [*insert your approximate costs for food & drink*]

TOTAL: \$ [*insert total cost*]

My attendance at this event will provide tremendous benefit to <name of community>, as I'll bring back new ideas that can be easily implemented to help improve overall operations and help me build a professional network of like-minded senior dining operators.

Thank you for your consideration.

Sincerely,

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