**Date**

Dear **(supervisor’s name)**,

I would like to ask for your permission to attend the World Waterpark Association’s Annual Symposium & Trade Show to be held October 20-23, 2025 at Disney’s Coronado Springs Resort in Orlando, Florida, U.S.A. This conference will enable me to participate in a number of educational sessions and round-table discussions that will help me be more productive and successful in my current position. This experience will allow me the opportunity to network with a variety of exhibitors who supply products in our park, as well as other water leisure professionals.

Many of the breakout sessions will cover topics relating to the water leisure industry and provide valuable information on how to **(list benefits to your responsibilities)**. The sessions I have chosen to attend are circled in the accompanying Show Schedule Preview document. I feel that these sessions will help me develop new skills that will allow me to implement new ideas and best practices that will improve our facility in the coming season. I will also be able to share these new concepts with others on my team who were unable to attend.

The conference fee is$XXX for members, but this cost can be reduced to $XXX by registering before XXX**.** The package for which I am registering includes access to 40+ educational sessions with continental breaks in between, the Opening General Session, two Keynote Sessions, the 2-day trade show, two lunches and an evening networking event, which includes food.

I am seeking funding from **(your facility)** andIhave listed all related expenses to the conference and detailed them here:

Roundtrip Airfare **(or if in a reasonable driving distance, list rental car cost or mileage) ($xxxx)**  
Transportation **(if applicable)**: **($xxxx)**  
Hotel: **($xxxx)**  
Meals: **($xxxx)**  
Conference Fee: **($xxxx)**  
Total costs associated with attending this conference are: **($xxxx)**.

The knowledge I will gain from attending the WWA Symposium & Trade Show this year will not only benefit **my position,** but **(your facility)** as well. I appreciate your consideration of this matter.

Sincerely,

**(Your name here)**