

Subject: Making the Case to Attend the TLA Annual Conference

Dear [Supervisor's Name],

I am writing to request approval to attend the Texas Library Association [(TLA) Annual Conference](https://txla.org/annual-conference/), scheduled to take place from April 16-19, 2024 in San Antonio. This event is the largest conference for library professionals in Texas, and I believe that my attendance is an opportunity to learn, network, and discover innovative solutions to propel our library and my professional development forward.

Here's a few of the reason why attending TLA 2024 makes sense:

1. **Professional Development** - Gain insights into the latest library trends and best practices to enhance my skills and knowledge, enabling me to bring back fresh ideas and strategies. Here are just a few of the sessions that I plan to attend INSERT 2-3 session descriptions and titles.
2. **Networking** – I’ll connect with professionals for collaboration and idea exchanges that can positively impact our library's initiatives.
3. **Exhibit Hall** - Exploring the exhibit hall will allow me to discover new resources, technologies, and vendors that could benefit our library and its patrons.
4. **Cost-effective Learning** – I’ll access a wealth of information and expertise over several days in one place; the conference has more than 300+ educational sessions to choose from.
5. **Commitment to Growth** - Demonstrates my commitment to continuous professional development and will enable me to bring back actionable strategies for our library’s future.

TLA 2024 is more than just a conference; it's a chance to ignite my career and bring back innovative ideas, hear success stories, and bring back valuable ideas to replicate in our own library. I appreciate your consideration of this request and look forward to discussing it further.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]