**[Date]**

Dear [**Insert Employer's Name**],

I would like to attend the 2024 Textbook & Academic Authoring Conference, the national conference of the Textbook & Academic Authors Association (TAA). The event will be held Friday, June 21 – Saturday, June 22, 2024, in Nashville, TN.

**I am requesting approval for expenses related to this educational activity, including registration fees, travel expenses, time away from work, and hotel accommodations.** (Hotel rooms are available at a reduced rate for TAA 2024 attendees.)

**Summary of Benefits**

TAA 2024 is the preeminent event for textbook, academic, and general authors, as well as industry professionals, to learn the latest in publishing, writing, and emerging trends, such as A.I.

The conference includes a wide variety of courses, lectures, and workshops focused on:

* Negotiating contracts
* Understanding royalties
* Digital and self-publishing
* The changing publishing environment

I am most looking forward to the sessions focused on **[Insert your topics of interest or use some of the suggestions above**.] as they directly apply to what I do each day. I’ll return to work ready to put these new skills into practice and look forward to sharing this new knowledge with my colleagues.

**Costs**

TAA offers its attendees reasonable registration fees ($300 for nonmembers before March 24th/$400 after March 24th). The registration fee includes access to the full conference and networking events.

My estimated cost for travel is $[**Cost**] and cost for hotel accommodations is $[**Cost**]. The total cost associated with attending this conference is $[**Cost**].

Attending TAA 2024 will enhance my professional knowledge and skills and enable me to be a better author. I would be thrilled to have the opportunity to attend.

Thank you for your consideration of this request.

Sincerely,

**[Signature]**

**[Your Name]**