

Date

Dear [Supervisor's Name],

I would like to request permission to attend [ICMA 2025](#), the annual conference of the International City/County Management Association (ICMA), held October 25-29, in Tampa/Hillsborough County, Florida. ICMA 2025 is the premier education and networking event for local government professionals worldwide, that delivers outstanding education, along with expertise and insights to support my professional development.

There will be more than 150 educational sessions and workshops led by 75+ expert speakers and local government professionals. The agenda is organized into seven unique content journeys to help navigate the most challenging issues facing the local government profession today—and into the future.

- Empowering Future Civic Leaders | Explore effective programs and initiatives designed to engage youth and cultivate the next generation of local government leaders in various cultural and political contexts.
- Enhancing Community Engagement and Public Trust | Uncover innovative methods to strengthen citizen participation and build trust, and participation through innovative approaches to citizen engagement and transparent governance, considering varied democratic traditions and community structures internationally.
- Ethics and Governance in a Complex World | Strengthen governance and uphold ethical standards in an increasingly complex and globalized world.
- Fiscal Innovation and Sustainable Economic Development | Explore the future of local finance and economic development with innovative strategies for growth and resilience, diverse economies and governance systems globally.
- Future of Work in the Public Sector | Prepare for the evolving workforce by exploring trends in hybrid work, talent retention, and employee well-being.
- Mindfulness and Self-Transformation in Public Leadership | Discover practical approaches to enhancing leadership skills and maintaining well-being in public service roles, considering diverse cultural perspectives on leadership and work-life balance.
- Modernizing Public Infrastructure Through Technology | Modernize public infrastructure by integrating cutting-edge technology and innovative approaches to asset management. Explore how technology integration can transform public infrastructure to meet future community needs across different resource settings and urban-rural contexts.

Attending ICMA 2025 will also give me the opportunity to network with more than 5,000 global local government professionals to learn what has been successful in their communities and organizations. Numerous networking events will facilitate learning amongst peers and dedicated time in the Exhibit Hall will enable me to connect with 150+ leading-edge organizations and suppliers who can help us

get better results. I'm happy to map out a plan with you in advance so I can gather information and connect with suppliers of interest that can benefit our goals.

I am happy to give a presentation after attending to share what I have learned. I can also create a worksheet that incorporates the key tools, resources, and strategies I discovered at the conference.

While the current economic conditions mean that we must be conscientious of expenses, I believe that attending this event will allow me to grow as a professional, develop my skill set, gain new perspectives, and deepen my professional interests.

I have broken down the costs for me to attend this conference, which I estimate to be \$XXXX.00. For a breakdown, please refer to the worksheet I have completed and included with this letter.

To learn more about ICMA 2025, please visit [ICMA Annual Conference website](#).

Thank you for taking the time to review my request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns I can address.

Sincerely,

[Your Name]

[Job Title]