

Sample Permission Request Letter

The first impression you make on your supervisor can make all the difference. This letter makes it easy. Use it to explain why you're interested in attending and how the return on investment benefits your facility. Download the document, customize it to your specific needs and then deliver it on paper or copy it to an email.

< Date >

Dear < supervisor's name > ,

I'm requesting approval to attend an event specially designed to improve my work and directly benefit <insert facility name here>. The 2020 GCSAA Education Conference, Trade Show and GCSAA Golf Championships at the Golf Industry Show is Jan. 25-30 in Orlando.

The GCSAA Education Conference offers 103 seminars (52 of which are NEW) and 22 FREE sessions featuring practical, innovative solutions to the biggest issues facing superintendents and facilities today — all in one place. The most prominent experts in the industry will provide insights on subjects including:

- Irrigation management
- Plant health
- Water conservation
- Soil health and fertility
- Weed management
- Budgeting and increasing the ROI of our course
- Building and managing successful teams

This is a great opportunity for me to learn from other golf course management experts and spend valuable time with vendors offering innovative products and services that could enhance our work, and help us save time and money. Access to all of this expertise in one place is not available anywhere else.

Participation in the GCSAA Golf Championships gives me more than 30 hours of networking with over 400 of my peers to help cultivate long-term relationships and find out first-hand how other prominent facilities successfully maintain and manage their courses.

I have already identified a number of courses that I am confident would make me more valuable to our facility. I chose each of these classes carefully because they directly relate to an issue we are dealing with currently or may face in the near future. Taking advantage of the seminar format will greatly reduce the time and expense that we would normally incur while researching these topics. Below are a few examples of the courses that I am interested in:

<insert seminars and sessions here>.

I would like to further discuss the value of my attendance at the 2020 Golf Industry Show at your earliest convenience. The cost of my attendance is a solid investment that will ensure our facility continues to be successful well into the future. Please see the attached document for a better idea of cost specifics.

Thank you for your consideration.

< your name here >