**[Date]**

[Supervisor's Name]  
[Title]  
[Address]  
[City, State ZIP]

Dear [Supervisor's Name],

As we continue to navigate rising costs and growing demands on our school nutrition programs, I am always looking for meaningful professional development opportunities that deliver a strong return on investment. With that in mind, I respectfully request approval to attend the **New Jersey School Nutrition Association’s 2025 Annual Conference**, taking place **November 5–7 in Atlantic City, NJ**.

This event is the premier gathering of school nutrition professionals in our state and is designed to address the real challenges we face in our day-to-day operations. The conference offers targeted educational sessions on topics such as maximizing USDA commodity use, improving operational efficiency, navigating compliance, and marketing school meal programs effectively. These sessions are led by experts and practitioners who understand the nuances of school nutrition.

In addition, the conference features an expansive exhibit hall with over 90 vendors showcasing the latest products, equipment, and services tailored to school foodservice. This hands-on access to industry innovation can help us make informed purchasing decisions and identify cost-saving solutions.

Attending this conference would also allow me to meet my annual USDA Professional Standards training hours in a high-quality, concentrated setting.

I am confident that the knowledge, insights, and strategies I gain at this event will help us strengthen our program’s performance, enhance student satisfaction, and ensure we’re making the most of every dollar spent. I would be happy to share a summary of key takeaways and resources with our team upon my return.

You can find more information about the conference at: <https://nejsna.memberclicks.net>

Thank you for considering this opportunity. I truly believe this conference will benefit both my professional growth and our school community.

Sincerely,  
[Your Name]  
[Your Title]