

[Your Agency/Office Letterhead]

[Date]

To: [Supervisor/Approving Authority]

From: [Your Name, Title]

Subject: Request for Approval to Attend the Midwest Traffic Safety Conference

Dear [Supervisor/Approving Authority],

- On November 10-12, 2026, I am requesting approval to attend the [Midwest Traffic Safety Conference \(MTSC\)](#) at the Westin Hotel in Itasca, Illinois. The MTSC is a nationally recognized event that brings together law enforcement officers, prosecutors, judges, transportation officials, and other traffic safety professionals for three days of advanced training focused on reducing fatalities and serious injuries on our roadways.

The conference is hosted by the [Midwest Center for Traffic Safety](#), which provides evidence-based training on impaired driving, crash investigation, prosecution strategies, judicial considerations, emerging technologies, and best practices in traffic safety enforcement.-

Justification for Attendance

Attendance at this conference will directly support my professional development and our agency's mission in the following ways:

1. High-quality, Specialized Training-

The conference offers sessions led by nationally respected subject matter experts covering:-

- Impaired driving enforcement and drug-impaired driving trends-
- Advanced crash investigation and reconstruction
- Effective courtroom testimony and prosecution strategies
- Judicial updates on traffic-related case law-
- Commercial motor vehicle enforcement
- Emerging roadway safety technologies
- Strategies for reducing fatal and serious injury crashes-

This training aligns with state and national traffic safety priorities and directly enhances the quality and effectiveness of my work.

2. Strengthening Interagency Collaboration

The MTSC brings together professionals from:

- Law enforcement

- Prosecutor offices
- Courts
- Transportation and safety agencies
- Toxicology labs
- Public health and prevention programs

These opportunities for collaboration help streamline communication, improve case outcomes, and promote consistent practices across jurisdictions.

3. Immediate Benefit to Our Agency and Community

By attending, I will be able to:

- Apply improved investigative or prosecutorial techniques
- Share updated legal and scientific information with colleagues
- Implement best practices for reducing impaired driving and roadway crashes
- Strengthen our agency's role in statewide and regional traffic safety initiatives

The training provided aligns with our department's goals of improving roadway safety, enhancing community trust, and reducing traffic-related injuries and deaths.

4. Cost-Effective Professional Development

The conference registration fee is modest compared to similar national training programs, and travel costs are reasonable given the regional location. The knowledge gained will provide a strong return on investment.

Estimated Costs

- **Conference Registration:** \$385.00
- **Travel:** \$_____
- **Lodging:** \$_____
- **Meals/Per Diem:** \$_____
- **Total Estimated Cost:** \$_____

Conclusion

Attendance at the Midwest Traffic Safety Conference will provide significant operational, legal, and safety benefits to our agency and the community we serve. I respectfully request approval to attend this important training event.

Thank you for your consideration.

Sincerely,
[Your Name]