Enter the date

Your Name

Company Name

Company Address

Telephone

Fax

Email

Supervisor’s Name

Company Name

Company Address

CC/BCC Block:

Enclosure:

Dear (Supervisor’s Name):

I hope this message finds you well. I'm writing to express my keen interest in attending **Eno's Leaders Development Conference**, a pivotal platform for nurturing leadership in the transportation field. I am seeking your nomination for this enriching opportunity.

The conference is renowned for its comprehensive curriculum, meticulously designed to give participants an insider’s view into multimodal transportation policy. Participation in this program promises to significantly enrich my academic journey and future career prospects in transportation.

I am fully committed to leveraging the knowledge and skills gained from this experience to contribute meaningfully to our academic community and further our collective research objectives. Your endorsement through a nomination would be immensely valuable to my personal and academic growth. I firmly believe that this investment in my development will not only benefit my future endeavors but also enhance the academic stature of our institution in the field of transportation.

Thank you very much for considering my request. I am keen to discuss this further and provide any additional information you may require at your earliest convenience.

Warm regards,

Sincerely,

Your Name