Dear [ENTER MANAGER’S NAME]

I would like your approval to attend NAED 2018 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This event is designed to educate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ professionals on crucial industry topics, foster business exchange and provide networking opportunities I need to be successful in my job.

For the past several years, participants have given the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ experience A+ ratings. By attending, I’ll gain access to the industry’s largest community of \_\_\_\_\_\_\_ professionals and be able to share not only best practices, but next-practices so we can learn from each other and improve the way we work.

While attending, I’ll be able to meet and network with peers in the electrical distribution industry as well as suppliers representing all aspects of the electrical distribution industry. Between the content presented in the 2.5 days education sessions and keynotes, I plan to strengthen my skills in [X], [Y] and [Z], and walk away knowing how to:

* Goal 1
* Goal 2
* Goal 3

The NAED 2018 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will cover the following topics that are relevant to my work:

* Topic 1 and why it matters
* Topic 2 and why it matters
* Topic 3 and why it matters

I’m confident that my attendance will directly influence the quality of my work on [PROJECT NAME]. When I get back, I’ll share takeaways with our team, including ones we can implement immediately and ones that will help us strategically achieve our group goals.

Here is the approximate cost of my attending the NAED 2018 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

* Airfare/travel: [IF APPLICABLE, $]
* Hotel: [IF APPLICABLE, $]
* Event registration: [$ AMOUNT]
* Total: [$ AMOUNT]

The earlier I register, the cheaper it will be, as I’ll be able to take advantage of booking in the conference hotel room block and early bird registration. Click here for more information about the 2018 conference.

Thank you for taking the time to review this request. I’m looking forward to hearing from you.

Best,

[YOUR NAME]