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To: < Insert Supervisor name>

Date: < Insert date>

Subject: Attending 2017 International Pool | Spa | Patio Expo

I’d like to get your approval to attend the 2017 International Pool | Spa | Patio Expo taking place November 1-3, 2017, in Orlando, Florida. No other show offers the opportunity to learn the key information I need to get the most out of our current (and future) products and technologies. I’ll have access to experts from around the world so I can grow my skills and increase our productivity.

I’ll be able to choose from more than 45 educational sessions, tailoring my schedule to attend the sessions that are directly applicable to my work and will allow me to network with a variety of roofing experts and colleagues who have faced similar challenges. I chose each presentation because it directly relates to an issue we currently face.

In addition to the educational sessions, the PSP Expo offers a diverse show floor where I can meet with our vendors and identify new products, potential partners and/or customers that could lead to new business. I’d be happy to prepare a presentation for the team when I return.

I plan to achieve the following three objectives:

• Objective 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Objective 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Objective 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am seeking approval for registration fees, travel expenses to the conference and hotel accommodations during the event. A detailed cost breakdown is included below.

The full price conference fee is $325, but they’ve given me this link which gives me a free expo pass or 15% off their conference program: <https://www.compusystems.com/servlet/ar?evt_uid=911&PromoCode=JTKIT>

Here is the breakdown of conference costs: < Insert your travel cost numbers here>  
Airfare: $  
Hotel: $  
Meals: $  
Registration: $   
Other expenses: $

The total costs associated with attending the PSP Expo are: $

Attending PSP will have huge value for me and < insert company, department or organization here>. Please let me know if you have any questions, and thanks in advance for your support.

Sincerely,

< Insert your name>