Dear << supervisor's name >>:

I would like to attend the 2022 ASPE Convention & Expo, September 16–21, 2022 in Indianapolis — the only event designed for plumbing engineers and designers to enhance the professional development, technical education, and career growth.

This must-see convention & expo is the only kind in its industry and will enable me to attend a number of technical sessions that are directly applicable to my work as well as allow me to network with a variety of experts from across the plumbing design industry. Many of the presentations are tailored to <insert your primary function here> and offer in-depth information on how to <insert benefits/lessons here, for example: reduce costs, increase efficiency>. As an added benefit, these sessions will help fulfill my annual CEU and certification requirements.

In addition, I can explore the largest display of plumbing design products and services available on the expo floor. It’s a great value for the level of education, product knowledge, and networking opportunities offered.

The sessions and presentations are facilitated by field who have faced similar challenges. Sessions that I think will benefit my job and our company:

<Insert session titles and descriptions as necessary.>

The full convention fee is $XXX for members and $xxx for non-members, but for $xxx I can attend the full conference and receive a one-year membership in ASPE. To keep cost low, it’s best if I register before the early bird deadline of June 30, 2022.

Here is an estimated breakdown of costs:

* Roundtrip airfare: <$XXX>
* Transportation: <$XXX>
* Hotel: <$XXX>
* Meals: <$XXX>
* Registration fee: <$XXX>

TOTAL: <$XXX>

More than 3,000 industry professionals will be in Indianapolis for the 2022 ASPE Convention & Expo, I’ll develop stronger industry relationships and to find solutions to some of the biggest challenges we’re facing.

When I return, I can debrief the team. Attending will help us meet our goals for 2022 by providing us with a competitive edge and a significant return on investment. Thank you in advance for your consideration.

Sincerely,

<your name here>