Dear [MANAGER/SUPERVISOR],

I am writing to request approval to attend [TRADE SHOW/CONFERENCE NAME] held on [DATE]-[DATE] in [CITY, STATE].

[SHORT DESCRIPTION ABOUT WHAT THE TRADE SHOW/CONFERENCE IS ABOUT]

The conference features [SHORT DESCRIPTION ABOUT WHAT THE TRADE SHOW/CONFERENCE OFFERS THAT WILL BE BENEFICIAL TO YOU].

Attending the [TRADE SHOW/ CONFERENCE NAME] will improve my job performance, knowledge and understanding on how I can help improve our business. I hope you can agree that the benefits on attending are worth the expenses.

Here are a few things I’m looking forward to:

* [INSERT COURSE/SESSION]
* [INSERT COURSE/SESSION]
* [INSERT COURSE/SESSION]
* [INSERT OTHER INTEREST]
* [INSERT OTHER INTEREST]

If you’d like to read more information about the event, please check out their website [TRADE SHOW/CONFERENCE LINK].

The registration fee is [DOLLAR AMOUNT] which includes [FILL IN THE BLANK].

Here’s an estimated breakdown of costs:

Registration fee: [DOLLAR AMOUNT]

Airfare or Mileage: [DOLLAR AMOUNT]

Ground Transportation to and from hotel: [DOLLAR AMOUNT]

Hotel: [DOLLAR AMOUNT]

Meals: [DOLLAR AMOUNT]

**Total: [DOLLAR AMOUNT]**

I hope you will see this great opportunity as a worthwhile investment. By attending this event, I will gain valuable knowledge in the industry which will promote growth and new ideas. Once I return, I will put together a complete report of the event.

Thank you for your consideration.

Sincerely,

[FIRST AND LAST NAME]