From the Desk of:

<Insert Name>

<Manager’s Name>:

The ELECTRIC POWER Conference is known in the power generation industry for its education and training, and I am interested in attending the 2019 Conference, which will be held April 14-17, 2020 in Denver, Colorado at the Colorado Convention Center.

The Conference offers a variety of sessions and trainings, plus 200 vendors at the Exhibition. I will be able to attend a number of sessions that directly apply to my ongoing projects at this organization and visit with numerous companies who can provide solutions catered to our unique needs.

Sessions are led by some of the most well-known experts and thought-leaders in the industry, and many will offer tips and strategies that I can implement immediately upon my return. A few of the sessions that I am particularly interested in include the following:

* <Insert session title 1>
* <Insert session title 2>
* <Insert session title 3>
* <Insert session title 4>

I would like to attend these because I feel I will gain <insert multiple learning objectives> and be able to implement the findings in <insert projects or departments that will benefit>.

This Conference offers the best value in the marketplace and is the premier event for plant managers, operation managers, engineers, and others that work in the power generation industry. ELECTRIC POWER is the official event of POWER magazine, and it brings together more generating companies than any other event for a clear reason.

* The event is dedicated to providing solutions and best practices for power plant professionals
* I will be able to interact with thousands of power generation leaders, thus making invaluable contacts for future problem-solving endeavors
* I will have the opportunity to meet with hundreds of companies at the exhibition to discuss their products and services, virtually eliminating the time and cost of future trips to each of these vendors separately

By registering early, I can save hundreds on my registration with the advanced discount. I am asking for funding for the conference fee, travel costs, food, and lodging. ELECTRIC POWER has arranged for hotel and airline discounts, and breakfast and lunch are provided each day of the conference to help alleviate these costs. They also offer a conference and hotel package that bundles the conference cost and cost for 3 nights lodging.

I feel attending the ELECTRIC POWER Conference is a valuable experience that would greatly benefit <insert company name>. I will gain access to conference proceedings for all twenty-two years of the conference, allowing me to share with others in the office and possibly train them if needed.

Thank you for considering this proposal. Please let me know if there is any additional information I can provide to help make your decision.

Sincerely,