To:
From:

Re: Approval to Attend POWER Engineers’ Power Delivery Design Conference

I would like your approval to attend POWER Engineers 2025 Power Delivery Design Conference, to be held March 5-6, in Sun Valley, Idaho.

* Early registration is $795 until Dec. 31
* Standard registration is $895 until registration closes on Feb. 14
* Estimated airfare and travel expenses:
* Estimated lodging costs:
* **Total cost to attend:**

This exclusive gathering of experts provides a chance for me to gain additional technical knowledge and industry insights that we need to solve our daily challenges.

Over two full days, I’ll have the chance to:

* **Learn about the latest industry developments**, including design and technology, which will help us minimize costs and improve outcomes on future projects.
* **Earn professional development hours** to maintain my professional licensure. POWER is an IACET accredited provider, and I can earn up to 10 professional development hours at this event.
* **Network with my peers and highly respected industry leaders** to benchmark and learn how they are solving similar problems and launching innovative solutions.

Immersing myself in conversations and presentations that address the design and implementation challenges facing the energy industry will bolster my insight. Here are three projects I think will benefit from my attendance:

I plan to submit a post-conference summary, including a set of recommended actions to further our project work. I’m also happy to share what I learn with other staff members and departments.

Thank you for your consideration. I look forward to your reply.

[Your name]