Hi **[Manager Name],**

I would like to attend the AREMA 2023 Annual Conference in conjunction with Railway Interchange on October 1-4 in Indianapolis, IN. This event is the largest railway exhibition and technical Conference in North America. By attending, I will learn how today’s trends can be incorporated into our practices and advance my professional development by receiving Professional Development Hours.

This event offers an Exhibit with over 700 companies where I’ll meet new suppliers and learn about the latest products and solutions available. In fact, I can research suppliers for **[insert current project you are working on; if you don’t have anything in mind, do not include this sentence]**.

Additionally, networking is a focus of the event. Coming together with talented professionals and hearing what colleagues are doing—or not doing, for that matter—provides invaluable learning opportunities for both myself and the company.

**5 Benefits of Attending:**

1. **Find real solutions.** Featuring over 80 educational sessions, these presentations will allow me to find new strategies to solve some of our challenges and help foster new ideas.

2. **Meet and learn from trendsetters.** These speakers, attendees, and exhibitors are at the forefront of the industry; they are the game-changers. This is a great opportunity to find out how they stay ahead of the curve.

3. **Networking.** I’ll make new connections with peers, build strong working relationships, and bring awareness to our business.

4. **Stay relevant.** To stay relevant, we must know about the latest advancements. With several sessions focused on innovation and a large and diverse Exhibition, there is no better place to take the pulse of the industry than at the AREMA 2023 Annual Conference in conjunction with Railway Interchange.

5. **Inspire our team.** I’ll take the tools I learn from the event and implement these strategies with our team. It’s not just about my personal development, but our whole company.

I’ve attached an outline of the sessions I will attend, the exhibitors I plan to visit, and **[attach session and exhibitor worksheet]** my projected costs for attending **[insert cost from worksheet and attach expense sheet].** These estimated rates include registration, transportation, lodging, events, and meals, and assume that I register by August 15 to receive discounted rates.

The AREMA 2023 Annual Conference in conjunction with Railway Interchange is integral to my professional development and by attending I will bring back new ideas, best practices, and solutions to implement.

I hope you will consider my request and grant me approval to attend.

Sincerely,

**[Your Name]**