Hi [Manager Name],

I would like to attend the AREMA 2022 Annual Conference & Expo, August 28 – 31 in Denver, CO. Every year, this Conference & Expo is *the* industry-defining event for railway personnel. By attending, I will learn how today’s trends can be incorporated into our practices and advance my professional development by receiving up to 14.75 PDHs (final approval is based on my state board requirements).

This event offers a large Expo with over 400 exhibit spaces 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 an enormous part of the Conference & Expo. 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.

**Top 5 Benefits of Attending:**

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

2. **Meet and learn from trendsetters.** AREMA 2022 Annual Conference & Expo 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 in our profession, we have to know the latest innovations and how to implement them in our organization. With several sessions focused on innovation, trailblazing speakers, and an Expo filled with more than 300 companies offering the latest products and solutions, there is no better place to take the pulse of the industry than the AREMA 2022 Annual Conference & Expo.

5. **Inspire our team.** I’ll take the tools I learn from the Conference & Expo and implement the latest development 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 the AREMA 2022 Annual Conference & Expo. **[insert cost from the worksheet and attach expense sheet]** These rates include registration, transportation, lodging, events, and meals. This estimate assumes that I register by July 21, 2022, to receive the early bird discounted rate.

The AREMA 2022 Annual Conference & Expo is integral to my professional development and rather than attending multiple events throughout the year, this one will cover the entire industry. I will bring back new ideas, best practices, and solutions that we can implement right away. Additionally, I will develop an overview of what I’ve learned and actionable takeaways for the team so that we can work together to move the department and **[insert organization name]** forward.

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

Thank you for your consideration.

Sincerely,

**[Your Name]**