**SAMPLE LETTER: CONFERENCE**

Dear [Manager],

I’m writing to request approval to attend **The Battery Show** and the **Electric & Hybrid Vehicle Technology Expo**, held September 14 – 16, 2021, at Suburban Collection Showplace, in Novi, Michigan.

The Battery Show is the largest and most comprehensive trade event for the advanced battery manufacturing industry in North America, and Electric & Hybrid Vehicle Technology Expo is the only large-scale trade show exclusively dedicated to the drive train and power system in EVs and HEVs. Combined, they’re a one-of-a-kind event for battery manufacturing and vehicle electrification professionals.  
  
Between the two expos and eight conference tracks, the event provides unparalleled prospects for industry professionals. The expert-led conference sessions cover topics like new methods of advanced battery design and manufacturing, as well as advancements in EVH design, charging, and infrastructure advancements. And more than 700 suppliers come together to showcase their raw materials, components, cell makers, testing, and recycling products and services.

**The Battery Show** and the **Electric & Hybrid Vehicle Technology Expo** offer a variety of expert-led learning sessions, educational panels, and hands-on training opportunities across two conferences focused on the battery application, drive train and power system growth. I’ll connect with individuals and companies that can provide solutions tailored to our unique needs — a rare chance to enrich not only my professional development but to benefit the company overall.

Here are a few ways my attendance will help the team:

* **Competitive Research** – I’ll be directly exposed to key players from other leading companies. This is a chance to see our competition up close and learn more ways to stay ahead.
* **Comprehensive Education** – These conference and training sessions offer direct insights on the latest trends and developments happening now. I will gladly present a full report to the department when I return.
* **Solutions Analysis** – I will evaluate solution providers to solve our current challenges and inspire new methods for our next big project.
* **Effective Networking** – With 10,000+ industry attendees and 700 suppliers, I’ll reach a lot of people quickly, forging new relationships for our company.

I’m seeking budget approval in the amount of [insert total cost estimate] for the registration fee and travel expenses during the convention. I’ve attached a detailed breakdown for your reference.

I believe that attending **The Battery Show** and the **Electric & Hybrid Vehicle Technology Expo** would be a valuable experience that would greatly benefit our team. Please let me know if you need any additional information to help make your decision.

Thank you for considering this proposal.

Sincerely,