

Date

Dear <Manager>:

I am reaching out to formally request approval to attend NFMT Vegas 2016, taking place November 1-2, 2016 at the Mirage Events Center in Las Vegas. I have reviewed the conference sessions and list of exhibiting companies and feel attending would be a major benefit as the event aligns directly to priorities in our department: (insert priorities here).

Unlike other FM conferences which charge up to $1,795 to attend. Registration for NFMT Vegas 2016 is absolutely free. In two days, I will experience:

* 70+ Facilities Management Conference Sessions
* 14 Hours of Continuing Educational Units
* 8 Conference Tracks to help plan a Personalized Agenda
* New FM Technologies and Solutions from 150 of the nation’s top-tier companies
* Opening day Networking Party with complimentary appetizers and spirits
* Numerous one-on-one Networking Events with Industry Professionals

Topic Highlights Include:

* The IoT of Lighting – Digital and Wireless Lighting
* Taking Your Career to the Next Level
* Water Efficiency Initiatives for a Sustainable City
* Pay Now, or Pay Later! Justifying a Proactive Maintenance Program
* IAQ in Sustainability Programs: Expanding the Focus from Energy to Occupants
* When FM Leaders Fail
* Active Shooters – What your tenants should know

The presentations that I plan to attend and find to be the most relevant include: (list top and most relevant sessions).

I have reviewed the exhibit list and identified a number of solution providers that I would like to visit and evaluate. Some key exhibitors include: (Company A, Company B, Company C etc.).

I am seeking approval for travel expenses to attend NFMT Vegas 2016. Free registration includes networking activities, conference sessions and entry into the expo hall. I will also receive access to the conference proceedings after the event takes place. Here is my proposed expense list:

Airfare: $(xxx)  
Transportation: $(xxx)  
Hotel: $(xxx)  
Meals: $(xxx)  
Total: $(xxx)

My attendance will benefit the entire team as I plan on sharing a post-event report to relay learnings, recommendations and suggested action items. I am requesting the opportunity to review materials with you and discuss how we can leverage them for further training of our team.

Thank you for your consideration and I look forward to hearing back from you.

Sincerely,

First Name Last Name  
Title, Department  
Organization