Date

Dear   ,

I am requesting approval to attend the National Facilities Management & Technology (NFMT) Conference https://www.nfmt.com/baltimore, taking place March 26-28 in Baltimore, MD. I have reviewed the training seminars and list of exhibiting companies, and I feel that attending would be a major benefit as the event aligns directly with the priorities established for our department:

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NFMT is the leading provider of educational content for the facilities management industry, and unlike other conferences in the industry, it's free to attend. My free registration to NFMT includes three, full days of content and learning opportunities:

- 100+ Conference Sessions Led By Key Industry Experts
- More than 10 Hours of Continuing Educational Units
- 8 Educational Tracks to help plan a customized agenda
- The Most Innovative Technologies & Solutions from 500+ of the Nations Top-Tier Companies
- Additional QuickFire Learning Sessions on the Expo Hall Floor
- Exclusive Networking Opportunities with Industry Professionals During All 3 Days of the Show

The conference sessions that I plan to attend and will be specifically beneficial to me are:

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

Upon my return from NFMT, I plan on sharing a post-event report with the entire team to help grow our success. As a conference attendee, I will also have electronic access to all of the session handout materials approximately 2 weeks after the event.

With complimentary registration to the event, the out of pocket costs are extremely minimal. Transportation costs to Baltimore are typically reasonable, and the conference has negotiated hotel room rates as low as $149/night.

                                , thank you for your consideration. I'm sure that you will agree that my attendance to NFMT is a good use of time and can benefit not only myself, but our team and our organization as well.

Sincerely,