Dear [*Your manager’s name*],

I would like to attend WindEurope Summit 2016, 27 – 29 September 2016, in Hamburg. I believe that attending this event will bring significant benefits to [*your company or department*].

At WindEurope Summit 2016, I will be able to learn about [ … … … ], which will help with the [*insert current project*]. I am also interested in exploring new developments and technologies as well as best practices to make our company more productive and competitive. [list the specific sessions that will benefit the company]

Here are some other tangible benefits to attending WindEurope Summit 2016 [*adjust to fit your situation*]:

* **I’ll help our company stay current with new trends and technologies.** By attending the cutting-edge sessions in the conference, I can find out what other companies are doing to stay competitive.
* **I’ll make connections.** I will network with peers to understand how other companies are handling common issues. I may be able to find joint venture partners, subcontractors, or new employees who can enhance our business.
* **I’ll learn new skills and share them with my coworkers**. I will make a concerted effort to share what I learn at WindEurope Summit 2016. I plan to [*insert plan*].

Attending WindEurope Summit 2016 will cost approximately [*insert cost using cost worksheet*]. This includes all transportation, accommodation, access to the conference sessions/ exhibition halls, networking events, and meals. A breakdown of the costs associated with the event is attached.

I believe attending WindEurope Summit 2016 it is an investment worth making and would like to discuss the possibility to attend the event.

I think this event might also be interesting for you to attend as well. WindEurope Summit will be the largest gathering of the wind energy industry in 2016 and features many high-level networking receptions, attracting C-Level executives from leading companies in the industry.

Thank you for your consideration.

Yours sincerely,

[*Your name*]