Dear << supervisor's name >>:

I would like to formally request approval to attend the 2026 ASPE Convention & Expo, October 8-14 in Oklahoma City. This is the premier event for plumbing engineering professionals, offering a unique opportunity to stay current on industry trends, earn continuing education, and network with key contacts from across the country.

The convention and expo is the only kind in its industry and will enable me to attend a number of technical sessions that are directly applicable to my work as well as allow me to network with a variety of experts from across the plumbing design industry. Many of the presentations are tailored to <insert your primary function here>. As an added benefit, these sessions will help fulfill my annual CEU and certification requirements.

**The top sessions I am looking forward to attending are:**

* [Insert Session #1]
* [Insert Session #2]
* [Insert Session #3]

In addition to the educational and networking benefits, attending the expo would allow me to explore new tools, technologies, and vendors that could help improve our processes or reduce costs. The knowledge and connections gained will be directly applicable to our current and future projects.

**The top booth I am looking forward to visiting are:**

* [Insert Company #1]
* [Insert Company #2]
* [Insert Company #3]

**Here is an estimated breakdown of costs:**

* Roundtrip airfare: $XXX
* Transportation: $XXX
* Hotel: $XXX
* Meals: $XXX
* Registration fee: $XXX
* **TOTAL**: $XXX

When I return, I can debrief the team. Attending will help us meet our goals for 2026 by providing us with a competitive edge and a significant return on investment. Thank you in advance for your consideration.

Sincerely,

<your name here>