Dear [approving manager’s name]:

I am writing to request approval to attend **Aviation Week’s** [**Asia-Pacific**](http://mroasia.aviationweek.com/as15/public/enter.aspx), taking place **November 3-5, 2015 in Singapore**. I have reviewed the conference agenda and list of exhibiting companies and feel attendance would be a major benefit as the event aligns directly to priorities of our department: [insert priorities here].  
  
**MRO Asia-Pacific offers great value**. In 3 days, I’ll have access to:

* Educational sessions, case studies, and keynote presentations covering the latest trends, developments, and forecasts
* Structured networking time with industry peers to help us grow our relationships and expand our business
* 150+ companies in the exhibition hall eager to discuss and demo the latest technologies and solutions available
* The chance to meet and network with thousands of attendees from the region and the world
* And most importantly, critical information and takeaways to help transform and improve our operations

The MRO Asia-Pacific conference agenda includes a series of **high-level keynote addresses and panel discussions** with **representatives from leading companies** who will share **insights and best practices** to deliver the knowledge required for **sustaining growth plans and ensuring success**.

The [presentations](http://mroasia.aviationweek.com/as15/public/sessions.aspx?ID=1061158&sortMenu=102001&MainMenuID=1061159) that I plan on attending and find most relevant include: [List top and most relevant sessions from [www.aviationweek.com/mroasiapacific2015](http://www.aviationweek.com/mroasiapacific2015)]  
  
I reviewed the [exhibitor list](http://mroasia.aviationweek.com/as15/public/Exhibitors.aspx?ID=1061161&sortMenu=103001&MainMenuID=1061204) and identified a number of solution providers that I would like to visit and evaluate. Some key ones include: [Company A, company B, company C, etc].

I am seeking approval for the registration fees and travel expenses. Please note the registration fee includes the 3-day conference, select meals and refreshments, networking activities, and exhibition hall entry. In addition, I will receive access to the conference proceedings after the event takes place.

Here is a complete breakdown of the costs:  
  
Airfare: $ [xxx]  
Transportation: $ [xxx]  
Hotel: $ [xxx]  
Meals: $ [xx] (Breakfast and lunch on Wednesday and Thursday are included in the conference fee)

Conference Sessions: $ (from options at [www.aviationweek.com/mroasiapacific2015](http://www.aviationweek.com/mroasiapacific2015)- please note the All Access Pass offers the best value)  
TOTAL: $ [xxxx]  
  
My attendance will also benefit the rest of the team as I plan on sharing a post-event report to relay learnings, recommendations, and suggested action items. I’d also like the opportunity to review these materials with you and discuss how we can leverage them for further training of our team.

Please accept this proposal to attend as I’m confident in the significant return we will receive from this investment.  
  
Thank you for your consideration, and I look forward to hearing back from you.  
  
  
[Your standard close]