



<Insert Date>

Dear <Insert your approving manager's name>,

I am writing you to request your approval to attend the <insert conference year> IPEIA Conference & Exhibition at Jasper Park Lodge, Jasper, AB from <insert dates of conference>.

The IPEIA Conference & Exhibition has three days of programming that will bring together over 500 like-minded individuals to increase awareness of pressure equipment safety and reliability throughout the industry, including using technological improvements associated with operations and engineering, fabrication, maintenance, and inspection. The conference is an annual event to provide knowledge and education for the continuous development of our business. IPEIA provides a forum for interaction between industry, regulators, and educators. It also offers a platform through which pressure equipment industry concerns and/or initiatives can take hold and be administered.

I will leave the conference having expanded my learning through exposure to thoughtful leaders, having challenged myself through participation in experiential learning sessions, and enriched my skillset with a toolkit of techniques I am able to apply to my own role. Additionally, I will have also had the opportunity to build connections through networking with my peers before, during, and after the event.

<Optional suggestion> If you agree that it would be valuable, I will prepare a summary upon return from the conference that outlines my learnings.

I will require <# days> away from the office and the estimated fees for my attendance at IPEIA are <\$>.

Here are the details of my estimate:

Registration fee:	<\$> (**includes lunches, refreshment breaks & delegate ice breaker welcome event)
Transportation:	<\$>
Accommodations:	<\$>
Other expenses:	<\$>
Total cost:	<\$>

***When an annual IPEIA membership is purchased, view [Registration - IPEIA](#) for registration pricing options*

To see more details about the conference, please visit www.ipeia.com.

Please note, IPEIA's conference attendees are offered a discounted rate for accommodations. For more information, please visit [Accommodation - IPEIA](#).

<Optional suggestion> It is also important to note, that I will be earning credits toward my <insert professional accreditation> by attending IPEIA's Conference & Exhibition.

Thank you for your consideration and support of my professional development.

Kind regards,

<Remove text for your signature>

<Insert your name>

<Insert Position>

<Insert Company>

<Insert Contact information>