Subject: Request to Attend the Crane Symposium

Dear \_\_\_\_\_\_\_\_\_ ,

I am requesting approval to attend the Crane Symposium on <conference date, day, year> in <Conference city>. The seminar will deliver practical information and experiences from crane maintenance personnel, crane manufacturers, equipment manufacturers and engineering consultants who strive to make electric overhead traveling (EOT) cranes and their runways the safest, most reliable, durable machinery and equipment in the industry. This two-day program will include presentations focused on safe work practices and ergonomics; electrical, mechanical and structural maintenance techniques; crane inspection technologies; and best practices in EOT crane modernizations.

There will be plant maintenance staff; applications, electrical, mechanical, safety, service and design engineers; operations and maintenance personnel and management; and people who supply parts, equipment and services to the industry in attendance from all over the world, so I’ll have the chance to network with others in the industry.

Here’s an approximate breakdown of conference costs:

|  |  |
| --- | --- |
| Airfare | $xxx |
| Transportation | $xxx |
| Hotel | $xxx |
| Meals | $xxx |
| Registration Fee | $xxx |
|  |  |
| **Total** | **$xxx** |

If I register by <early registration date>, I can save on my registration fee. There are also discounted rates for <conference name> attendees at <conference city> hotels.

You can learn more about the Crane Symposium on [AIST’s website](https://www.aist.org/conference-expositions/technology-training/annual-crane-symposium). I believe that attending the conference would be a wise investment for <company name>. I will be able to expand my knowledge base and bring back key takeaways from the seminar as well as new contacts to share with my colleagues that will benefit our team.

Thank you for your consideration,