Subject: Request to Attend AISTech: Steel’s #1 Technology Conference and Exposition

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

I am requesting approval to attend AISTech on <conference date, day, year> in <Conference city>. AISTech is the steel industry’s largest annual technical conference and exposition and is organized by the Association for Iron & Steel Technology (AIST). AISTech attracts people from all levels of the steel industry, giving me the opportunity to network and learn from others in the industry.

AISTech will feature technologies in iron- and steelmaking from all over the world. Through the technical program, I intend to learn ways to improve our productivity by attending sessions focused on innovations in safety, new installations and case studies of operations, and advanced digital transformation applications. The program is set to have hundreds technical presentations as well as several plenary events, including the Town Hall Forum, which provides an insider’s view into today’s steel industry from a panel of respected leaders from some of the industry’s elite companies. The Iron & Steel Exposition will feature companies showcasing their latest and greatest products and services.

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 AISTech on [AIST’s website](https://www.aist.org/conferences-expositions/aistech/home). I believe that attending AISTech would be a wise investment for <company name>. I will be able to expand my knowledge base and bring back key takeaways from the conference and exposition as well as new contacts to share with my colleagues that will benefit our team.

Thank you for your consideration,