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 industry experts.

AISTech will feature technologies in iron- and steelmaking from all over the world. 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.

On Sunday, before the conference begins, AIST is hosting a Young Professionals Development Program. This event is designed to educate and inspire confidence in early-career iron and steel professionals by way of two unique essential-skills sessions. The training workshops are then followed by a reception, allowing me the opportunity to meet and connect with peers and a chance to grow my industry network.

As a young professional (30 years of age and younger), I receive 50% off the full conference and one-day registration. Also, if I register by <early registration date>, I can save even more on my registration fee. There are also discounted rates for <conference name> attendees at <conference city> hotels. Here’s an approximate breakdown of conference costs:

|  |  |
| --- | --- |
| Airfare | $xxx |
| Transportation | $xxx |
| Hotel | $xxx |
| Meals | $xxx |
| Registration Fee (50% off) | $xxx |
|  |  |
| **Total** | **$xxx** |

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> as I will be able to expand my knowledge base and grow my exposure and understanding of the industry early on in my career. I will also 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,