From the Desk of:

<Insert Name>

<Manager’s Name>:

Experience POWER (previously the ELECTRIC POWER Conference and Exhibition) is known in the power generation industry for its education and training, and I am interested in attending the 2021 event, which will be held in San Antonio, Texas, October 18-21.

They have thoughtfully scheduled the 2021 event to be in the latter part of the year, at a time when many of us will have been given the COVID-19 vaccine, or will have access to it, and travel and meetings are expected to be safer. The conference staff clearly states they will adhere to all pandemic protocols to ensure a safe and enjoyable event for all attendees.

Sessions are developed and led by the editors of *POWER* magazine and some of the most well-known experts and thought-leaders in the industry. Many will offer tips and strategies that I can implement immediately to make our facility and infrastructure more resilient, more reliable, and more profitable. A few of the sessions that I am particularly interested in include the following:

* <Insert session title 1>
* <Insert session title 2>
* <Insert session title 3>
* <Insert session title 4>

I would like to attend these because I feel I will gain <insert multiple learning objectives> and be able to implement the findings in <insert projects or departments that will benefit>.

Experience POWER delivers up-to-the-minute knowledge and tools needed for increased reliability, resiliency, and sustainability across the entire energy sector from generation to transmission & distribution, but now it also includes new activations such as the POWER Awards, editors’ studio, and enhanced networking, and for the first time the Distributed Energy Conference will co-locate to provide expanded opportunities for a deep dive into this growing sector of power generation.

By registering early, I can save hundreds on my registration with the advanced discount. I am asking for funding for the conference fee, travel costs, food, and lodging. Experience POWER has arranged for hotel and airline discounts, and breakfast and lunch are provided each day of the conference to help alleviate these costs. They also offer the option to add the hotel stay in with the conference rate so that it will not hit the travel and entertainment budget.

I feel attending Experience POWER Conference is a valuable experience that would greatly benefit <insert company name>. I will gain access to conference proceedings for all twenty-three years of the conference, allowing me to share with others in the office and train them if needed.

Thank you for considering this proposal. Please let me know if there is any additional information I can provide to help make your decision.

Sincerely,