Dear [*Your manager’s name*],

I would like to attend [EWEA 2014 Annual Event](http://www.ewea.org/annual2014/), 10 – 13 March 2014, in Barcelona. I believe that attending this event will bring significant benefits to [*your company or department*].

At EWEA 2014, I will be able to learn about [ … … … ], which will help with the [*insert current project*]. I am also interested in exploring new developments and technologies as well as best practices to make our company more productive and competitive. [list the specific sessions that will benefit the company]

Here are some other tangible benefits to attending EWEA 2014 [*adjust to fit your situation*]:

* **I’ll help our company stay current with new trends and technologies.** By attending the cutting-edge sessions in the conference and visiting the EWEA 2014 exhibitors, I can find out what other companies are doing to stay competitive.
* **I’ll make connections.** I will network with peers to understand how other companies are handling common issues. I may be able to find joint venture partners, subcontractors, or new employees who can enhance our business.
* **I’ll learn new skills and share them with my coworkers**. I will make a concerted effort to share what I learn at EWEA 2014. I plan to [*insert plan*].

Attending EWEA 2014 will cost approximately [*insert cost using cost worksheet*]. This includes all transportation, accommodation, access to the conference sessions/ exhibition halls, networking events, and meals. A breakdown of the costs associated with the event is attached.

Although it does cost money to attend EWEA 2014, I believe it is an investment worth making and would like to discuss the possibility to attend the event.

I think this event might also be interesting for you to attend as well. EWEA 2014 is the annual event for the European wind energy industry and features many high-level networking receptions, attracting C-Level executives from leading companies in the industry.

Thank you for your consideration.

Yours sincerely,

[*Your name*]