

*Customize this letter/email to appropriately fit your needs. Suggest pasting it onto your company letterhead before sending, or send as a regular email.*

**Request to Attend the SAMPE 2022 Conference and Exhibition**

Dear [insert supervisor name],

I am requesting your approval to attend the [SAMPE 2022 Conference and Exhibition](https://www.sampeamerica.org/) taking place May 23 – 26th at the Charlotte Convention Center, Charlotte, North Carolina.

**Why should I attend SAMPE 2022?**

1. SAMPE 2022 is the *only* technical conference and exhibition exclusively dedicated to advanced materials and processes.
2. This will give me an opportunity to directly engage with domestic and international buyers, manufacturers and suppliers - spanning the Aerospace/Aircraft, Automotive, Marine, Energy and many other industries, beyond what I am able to accomplish online.
3. Industry experts will be presenting technology challenges and solutions they have uncovered – what better way to advance my knowledge and move forward in meeting our organization’s project goals than learning solutions first hand.
4. With over 160 technical presentations offered, and the opportunity to meet with over 200 exhibiting companies, potential solutions *are* possible.

SAMPE provides a great blend of education, innovations, technology solutions, and networking opportunities for everyone. Not only will I learn new things, I’ll grow my network, and meet with experts that can provide solutions and expertise that I can use throughout my career.

Below is the approximate cost of attending for your review:

[Registration:](https://www.sampeamerica.org/conferences-rates)\* $ **(Rates increase April 23)**\*
Airfare:  $
[Hotel](https://www.sampeamerica.org/hotel-registration): $
Meals: $

**Total: $**

I think you’ll agree that this is a small investment when we consider the value I will bring back. Thank you for your consideration and support of my professional development – I look forward to hearing from you!

Best Regards,

[insert your name]