Hello MANAGER,

I am writing to submit a formal request to attend the upcoming PowerTest 2023 conference. As the premier electrical maintenance and safety conference and the largest annual gathering of electrical testing professionals, I believe PowerTest to be a valuable resource for training and access to continuing education credits.

This year, PowerTest is hosting a cutting-edge event offering prospective attendees like me hands-on training and networking March 8-12, 2023 in Orlando, Florida. All of these specially tailored sessions, panels, and seminars are eligible for NETA CTD credits and CEUs. After reviewing the conference schedule, some of the presentation I would like to attend include LIST OF SELECTED PRESENTATIONS

At this time, I estimate the cost of my participation at PowerTest 2023 to be $DOLLAR AMOUNT. This total includes LIST OF EXPENSES

In conclusion, the learning opportunities and available industry credits make PowerTest 2023 an integral component to my professional development, and I hope to be considered for attendance.

Thank you for your consideration.

Sincerely,

YOUR NAME