

# COVER LETTER TO SUPERVISOR



To: < Insert Supervisor name >

Date: < Insert date >

Subject: Attending 2020 International Roofing Expo®

I'd like to get your approval to attend the 2020 International Roofing Expo® [IRE], February 4-6, in Dallas, TX. There's no other show where I'll have the opportunity to learn the key information I need to get the most out of our current (and future) products and technologies. I'll have access to experts from around the world so I can grow my skills and increase our productivity.

I'll be able to choose from more than 40 educational sessions, tailoring my schedule to attend the sessions that are directly applicable to my work and will allow me to network with a variety of roofing experts and colleagues who have faced similar challenges. I chose each presentation because it directly relates to an issue we currently face.

In addition to the educational sessions, the IRE offers a diverse show floor where I can identify new products, potential partners and / or customers that could lead to new business.

I plan to achieve the following three objectives:

- Objective 1: \_\_\_\_\_
- Objective 2: \_\_\_\_\_
- Objective 3: \_\_\_\_\_

I am seeking approval for registration fees, travel expenses to the conference and hotel accommodations during the event. A detailed cost breakdown is included below.

Here is the breakdown of conference costs: < Insert your travel cost numbers here >

Registration Fee: \$

Airfare: \$

Hotel: \$

Meals: \$

Registration: \$

Other expenses: \$

The total costs associated with attending the IRE are: \$

Attending IRE will have huge value for me and < insert company, department or organization here >. Please let me know if you have any questions, and thanks in advance for your support.

Sincerely,

< Insert your name >