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**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

I would like to attend the 2025 ESCA Summer Educational Conference, which will take place in Coeur d’Alene, Idaho from June 29 – July 2. In our highly interconnected live events and exhibitions industry, it is crucial to build and maintain relationships as well as stay updated on the latest industry trends to expand our reach and sustain our current avenues. The ESCA Summer Educational Conference presents the opportunity to strengthen our connections with industry peers, stay informed on emerging trends, and reinforce our presence among both current and potential clients.

The educational sessions are led by thought leaders and top industry professionals who will share valuable insights on the current state of the industry and trends on where it is headed. This education will provide us with actionable knowledge to apply directly to our business.

The conference offers unparalleled opportunities to connect with industry experts and potential clients, through daily enrichment activities, a dedicated show floor, and evening receptions. Engaging with peers in this setting can lead to collaborations, partnerships, and new business opportunities that will enhance our visibility and credibility within the industry.

I am seeking approval for the registration fees, travel expenses, and hotel accommodations for attending this conference. Below is a detailed cost breakdown:

|  |  |
| --- | --- |
| Registration Fee | $ |
| Hotel | $ |
| Airfare | $ |
| Transportation | $ |
| Other (Meals, Per Diem, Etc.) | $ |
| Total Cost of ESCA Summer Educational Conference | $ |

While attending the conference represents a significant investment, I am confident that the benefits outweigh the costs. Upon my return from the ESCA Summer Educational Conference, I will provide a report on how I will apply my newfound knowledge and connections to contribute to our company’s long-term growth, competitiveness, and industry recognition.

Thank you for considering my request. I am looking forward to the possibility of representing our company at this important industry event.

**Sincerely,**