Dear [Insert Name],

I would like to attend the 10th Annual NECA Safety Professionals Conference (NSPC), presented by Westex by Milliken, May 18-20, 2020, in Scottsdale, Arizona.

My attendance at the NSPC will benefit our company because the exclusive training being offered aligns with my current responsibilities and will help our company stay in compliance through the delivery of important regulatory updates and information.

Safety professionals across the country have made attending this conference a priority as its main focus is learning about safety and discussing how to make our industry more efficient and more profitable. Presentations and Keynotes from 2019 can be accessed at [NECAnet.org/2019NSPC](http://www.necanet.org/2019NSPC), and included topics such as OSHA updates, codes and standards updates and professional best practices on the jobsite. In addition, by attending the NSPC targeted educational sessions, I will receive continuing education units (CEUs), which are required for state certifications and the new NECA Safety Professional (NSP) accreditation program.

I am seeking approval for time away from work and for travel/housing related expenses. An estimated cost breakdown is included below:

Airfare: $

Transportation: $

Hotel: $ 195.00

Meals: $

Registration Fee: $ 595.00

TOTAL: $

The cost of registration includes:  

* General sessions featuring industry keynotes in the top of their field
* Educational sessions in a variety of safety-focused tracks
* Continuing education units
* Access to the Trade Show featuring top exhibitors providing the best safety solutions for your company
* Breakfast, lunch and breaks on selected dates
* Networking opportunities
* Opening reception and much more!

I know attending the NECA 2020 Safety Professionals Conference will help us exceed our annual goals by providing our company with a competitive edge and a significant return on investment. More information about available education tracks, sessions and trade show vendors can be found at [NECASafetyConference.com](http://www.necasafetyconference.com/).

When I return, I will debrief the rest of the team on the important regulatory information and safety best practices obtained from attending NSPC. Thank you in advance for your consideration.

Sincerely,   
  
[Your Name]