



George R. Brown  
Convention Center  
Congress: **October 20-26**  
Expo: **October 22-24**

< Date >

Dear < supervisor's name >,

I would like to attend the 2018 NSC Congress & Expo, the world's largest annual event dedicated to workplace safety, October 20-26, in Houston. By participating, it enables me to see, first-hand the solutions from more than 1,100 of the industry's leading solution providers.

I can also attend a number of keynotes and educational sessions that are directly applicable to my work. In addition, it will allow me to network with more than 14,000 safety, health and environmental professionals from the U.S., Canada and more than 71 other countries.

After reviewing the 2018 NSC Congress & Expo agenda, I have identified a number of exhibitors and sessions which will allow me to gain knowledge and understanding about how we can improve our safety program and cut costs. The sessions are facilitated by industry experts who have overcome similar challenges. Getting the information first hand will greatly reduce the research time and costs < your organization's name > would normally incur in researching the topics.

Here are some of the key exhibitors I would like to see:

<Insert key Exhibitors who will supply solutions to your needs>

Here are some of the educational sessions I would like to attend:

<Insert Educational Sessions that apply to your profession>

**Here's an approximate breakdown of costs:**

Airfare:	\$ xxx.
Transportation (between airport and hotel):	\$ xx.
Hotel:	\$ xxx.
Meals:	\$ xxx.
Registration Fee:	<u>\$ xxx.</u> [check for current price]
<b>Total:</b>	<b>\$ X,XXX</b>

The opportunity for me to develop better contacts and gain knowledge in specific areas of < your profession > makes my attendance at the 2018 NSC Congress & Expo a wise investment, which will yield rich dividends for < name of your organization >.

**Thank you for your consideration. I look forward to your reply.**

Sincerely,

< your name here >