

*Customize this letter/email to appropriately fit your needs. Suggest pasting it onto your company letterhead before sending it or send as a regular email.*

**Request to Attend the SAMPE 2025 Conference and Exhibition**

Dear [insert supervisor name],

I am requesting your approval to attend the [SAMPE 2025 Conference and Exhibition](https://www.sampeamerica.org) taking place

May 19 – 22, 2025

**Why should I attend SAMPE 2025?**

1. SAMPE is the *only* technical conference and exhibition dedicated to advanced materials and processes.
2. This will allow me to directly engage with domestic and international buyers, manufacturers, and suppliers - spanning Aerospace/Aircraft, Automotive, Marine, Energy, and many other industries, beyond what I can accomplish online.
3. Industry experts will present technology challenges and solutions they have uncovered—what better way to advance my knowledge and move forward in meeting our organization’s project goals than learning solutions firsthand?
4. With over 125 technical presentations offered and the opportunity to meet with over [200 exhibiting companies](https://www.sampeamerica.org/#/), potential solutions *are* possible.

SAMPE provides everyone with a great blend of education, innovations, technology solutions, and networking opportunities. Not only will I learn new things, but I’ll also grow my network and meet with experts that can provide solutions and expertise that I can use throughout my career.

Below is the approximate cost of attending for your review:

Registration: \* $50-$1,365 (Rates increase April 1)

*Attendee passes with exhibit hall access are $50*

Airfare:  $
Hotel: $
Meals: $

**Total: $**

I think you’ll agree that this is a small investment when we consider the value I will bring back. Again, thank you for your consideration and support of my professional development – I look forward to hearing from you!

Best Regards,

[insert your name]