Dear [MANAGER’S NAME],

I am seeking approval to attend The WWETT Show from February 17-20, 2025, in Indianapolis. As the world's most comprehensive annual trade show for wastewater and environmental services professionals, The WWETT Show offers invaluable educational and networking opportunities.

The education program includes over 90 sessions spanning three days, covering critical topics such as water and wastewater treatment, infrastructure management, and environmental compliance. This accredited program also offers continuing education credits (CEUs) and professional development hours (PDHs), ensuring our team remains at the forefront of industry advancements.

By attending, I will gain:

* Innovative knowledge on topics like municipal sewer and water, emergency response, wastewater system inspection, maintenance and safety.
* Direct access to industry leaders and over 500 exhibitors.
* Networking with peers and experts, particularly at various events with colleagues across city, state, and government organizations.

The Full Conference Package, with a rate as low as $140 for the public sector, when booked by December 6, 2024, includes all educational sessions, exhibit hall access, networking events, and access to the Keynote session. Additionally, discounted rates are available on hotels within walking distance of the venue.

Here is a conservative estimate of the trip cost:

* Airfare: $ [estimate]
* Hotel: $ [discounted rate]
* Transportation to/from airport: $ [approx. $30 each way]
* Meals: $ [estimate]
* Pass Fee: $ [insert rate]

TOTAL: $[insert total investment]

I am confident that attending The WWETT Show will provide valuable insights for [PROJECT NAME] and help achieve our goal of [INSERT GOAL]. I look forward to sharing my learnings with the team.

Thank you for considering this request.  
  
Best regards,

[YOUR NAME]