Dear [Manager’s Name],

I would like to request approval to attend NAFEMS Americas Regional Conference 2026, being held in St. Charles, Missouri on May 27 -May 29th. This event will offer over 110 content sessions, as well as several training sessions, all focused on engineering simulation.

This conference is designed for all levels of expertise in Engineering Simulation. Attending this conference will allow me to:

* **Gain cutting-edge industry knowledge:** I’ll participate in sessions that address the latest trends, challenges, and opportunities, which I can bring back to our team.
* **Forge strategic connections:** I’ll build relationships with industry leaders and potential partners, benefiting our company both immediately and in the long term.
* **Enhance our competitive edge:** The insights and strategies I gain will directly contribute to our ongoing initiatives and help us stay ahead in a rapidly evolving industry.
* **Share knowledge with our team:** Upon my return, I will organize a debriefing session to share key takeaways, best practices, and actionable ideas with the team so the entire organization benefits.

The total estimated investment for my participation is $[**XXX**], with a detailed cost breakdown as follows:

* Registration: $ **XXX** (Based on Member or nonmember status)
* Transportation: $ **XXX**
* Hotel: $201 per night, plus taxes
* Meals and incidentals: $ **XXX** Breakfast is included in the HQ hotel, Embassy Suites and lunches and one dinner are included in the registration fee

It’s important to note that the Early Bird registration rate expires on January 30, 2026 offering a cost-saving opportunity if we act promptly.

I would like to discuss this further and address any questions you might have. I am confident that the knowledge, skills, and connections I gain from the NAFEMS Americas Regional Conference will provide significant value to our organization.

Thank you for considering this request.

Best regards,
[Your Name]
[Your Position]