**Request for Approval: Aviation Week’s MRO Asia-Pacific, September 27-29, Singapore**

Dear [approving manager’s name]:

I am writing to request approval to attend **Aviation Week’s** [**MRO Asia-Pacific**](http://mroasia.aviationweek.com), taking place **September 27-29 in Singapore**. I have reviewed the conference agenda and list of exhibiting companies and feel attendance would be a major benefit as the event aligns directly to priorities of our department: [insert priorities here].  
  
**MRO Asia-Pacific offers great value**. In 3 days, I’ll have access to:

* Educational sessions, case studies, and keynote presentations covering the latest trends, developments, and forecasts. There are several sessions that demonstrate new tools, techniques, and practices we could use to increase the productivity of our implementations and improve the efficiency of our projects.
* Structured networking time with industry peers to help us grow our relationships and expand our business
* 175+ product experts in the exhibition hall eager to discuss new tools, services and unique ways to solve problems, simplify complexity, and optimize performance—insight we could apply to accelerate revenue growth, competitive advantage, and ROI.
* And most importantly, the chance to meet and network with thousands of attendees who face similar challenges and have implemented successful solutions for driving business growth.

The [presentations](http://mroasia.aviationweek.com/as16/Public/sessions.aspx?ID=1063321&sortMenu=101001) that I plan on attending and find most relevant include: [List top and most relevant sessions from <http://mroasia.aviationweek.com>]  
  
I reviewed the [exhibitor list](http://mroasia.aviationweek.com/as16/Public/Exhibitors.aspx?ID=1063338&sortMenu=102001) and identified a number of solution providers that I would like to visit and evaluate. Some key ones include: [Company A, company B, company C, etc].

I am seeking approval for the registration fees and travel expenses. Please note the registration fee includes the 3-day conference, select meals and refreshments, networking activities, and exhibition hall entry. In addition, I will receive access to the conference proceedings after the event takes place.

Here is a complete breakdown of the costs:  
  
Airfare: $ [xxx]  
Transportation: $ [xxx]  
Hotel: $ [xxx]  
Meals: $ [xx] (Breakfast and lunch on Wednesday and Thursday are included in the conference fee)

Conference Sessions: $ (from options at <http://mroasia.aviationweek.com> - please note the All Access Pass offers the best value)  
TOTAL: $ [xxxx]

My attendance will also benefit the rest of the team as I plan on sharing session information, recommendations, and suggested action items. I believe MRO Asia-Pacific would be an effective use of our budget and hope you agree that it should not be missed.

Thank you for your consideration, and I look forward to hearing back from you.  
  
  
[Your standard close]