



Dear [Manager's Name],

I am requesting approval to attend [Event Name], an ATEC Academy event taking place on [Event Date] at Advanced Test Equipment Corp. (ATEC) in San Diego, CA.

This event provides relevant technical and industry-focused education, covering current standards, best practices, and emerging trends that directly support my role and our team's objectives at [Company Name]. Sessions are led by industry professionals and offer practical insights I can apply and share with our team.

Estimated costs:

Registration: [Amount]

Travel & lodging: [Amount]

Other expenses: [Amount]

Total: [Total]

I believe attending this event is a valuable investment in professional development and will allow me to bring back actionable knowledge that benefits [Company Name].

Thank you for your consideration.

Sincerely,

[Your Name]

[Job Title]