Dear NAME,

I’m writing to request your approval to attend the [**Xylem Reach**](https://xylemreach.com/) conference in **Washington, D.C. on October 9-12, 2022**. For the past 12 years, the Reach conference has provided utilities across North America with networking, hands-on training and insights on top trends in the energy and water industries. This year, organizers expect hundreds of utility professionals from Operations, IT, Customer Service, and Executive Leadership to attend the conference.

In addition to the robust peer-to-peer learning made possible by networking with hundreds of other utilities, the conference offers more than 75 sessions and hands-on training classes. Reach provides an excellent opportunity for me to maximize return on investment on our solutions as well as talk with other public service providers about how they are solving challenges like reducing operating costs, meeting sustainability goals and migrating to or maintaining their AMI systems.

**In addition to networking at meals, I plan to attend sessions on [insert 3-4 key topics you are hoping to learn more about. Examples: meter maintenance, cybersecurity, AMI deployment, etc.]**

**Following is the investment required to enable me to attend Reach:**

* Conference Fee: The cost to attend in-person is $750.
* Meals: Breakfast and lunch are provided daily, and hors d’oeuvres are provided during networking events and receptions.
* Lodging: The special event rate is $234/night at the Washington Hilton.
* Transportation/Airfare: Approximately $

After the event, I will present a summary of what I learned to the team as well as share any connections I make with other utilities. I’d appreciate your approval so that I can register early and minimize travel costs.

Thank you,

*Name*