

I am writing to seek your approval to attend InfoComm® 2025, which will be held in Orlando, FL, from June 7-13. As the most comprehensive professional audiovisual event, InfoComm brings together manufacturers, integrators, dealers, and end-users from around the world to showcase cutting-edge technologies, products, and services. Participating in this event offers an invaluable opportunity for both my professional development and the strategic growth of our company.

**Key Reasons to Attend:**

* Innovative Technologies: I will have the chance to experience firsthand the latest innovations that can enhance our operational capabilities and give us a competitive edge.
* Expert-Led Sessions: I plan to attend educational sessions and workshops, from which I will gain insights directly applicable to our current and future projects.
* Networking with Industry Leaders: By engaging with other professionals from the pro AV industry, I can forge connections that may lead to valuable partnerships and collaborations.
* Training Courses: I can take courses that will help me earn RUs and maintain my CTS® certification.

I am seeking approval for registration fees, travel expenses to the conference and hotel accommodations during the event. A detailed cost breakdown is included below.

Registration Fee: $\_\_\_\_\_\_\_

Hotel: $\_\_\_\_\_\_\_

Airline: $\_\_\_\_\_\_\_

Transportation $\_\_\_\_\_\_\_

Other (meals, tips, etc.) $\_\_\_\_\_\_\_

Total Costs: $\_\_\_\_\_\_\_

Attending InfoComm 2025 aligns directly with our organizational goals of fostering innovation and achieving excellence. I am confident that the insights gained and connections made will be exceptionally beneficial to our projects and strategic direction.

I will bring back my key takeaways and share them, which will help ensure the organization fully benefits from my participation.

Thank you for considering my request. I am eager to leverage this opportunity to contribute to our team's success.

Sincerely,

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