Dear [MANAGER’S NAME],

I am seeking approval to attend WasteExpo 2025 from May 5-8 in Las Vegas. As North America's largest and most comprehensive tradeshow in the solid waste and recycling industry, WasteExpo offers invaluable educational and networking opportunities. The conference program, developed in partnership with the National Waste & Recycling Association and Dr. Stu Buckner, covers critical topics such as recycling, landfill management, fleet operations, and safety. This knowledge will enhance our department’s efficiency, safety, and sustainability practices.

By attending, I will gain:

* Cutting-edge knowledge on topics like recycling, fleet management, and safety.
* Direct access to industry leaders and over 550 exhibitors.
* Networking with peers and experts, particularly at a dedicated reception for public sector attendees, which will allow me to easily meet and ideate with my fellow colleagues across city, state, and government organizations.

The Premium Package, at a special rate of $1,045 for the public sector, includes all educational sessions, exhibit hall access, receptions, and on-demand post-show content. Additionally, discounted rates are available on hotels within walking distance of the venue.

Here is a conservative estimate of the trip cost:

* Airfare: $ [estimate]
* Hotel: $ [discounted rate]
* Transportation: $ [approx. $21-29 each way]
* Meals: $ [estimate]
* Pass Fee: $1,045

TOTAL: $[insert total investment]

I am confident that attending WasteExpo will provide valuable insights for [PROJECT NAME] and help achieve our goal of [INSERT GOAL]. I look forward to sharing my learnings with the team.

Thank you for considering this request.

Best regards, [YOUR NAME]