Dear [Insert Name],

I would like to attend the tradeshow portion of NECA’s Annual Convention and Trade Show on September 14-17, 2019, in Las Vegas, NV. This will be beneficial for our company because it is the largest gathering of the electrical contracting industry under one roof. I will be able to engage with vendors on the latest products, services and technologies.

Additionally, there will be hours of trade show education designed to help electrical contractors better understand industry trends in the areas of power, improving productivity, alternative energy opportunities, new management tools, security, life safety and more -- all conducted by highly-respected industry subject matter experts.

I am requesting approval for time away from work and reimbursement for the NECA Show registration fee which is only $85.

The cost of registration includes:

* 14 hours of exclusive **NECA Show** access.
* **1,600 minutes of Trade Show Education** on the NECA Show floor provide engaging, deep-dive discussions about applications and ways to improve your efficiency and effectiveness on the job.
* **TECHTOPIA! The place for “All Things Digital & Disruptive** where electrical professionals can learn how new technologies are revolutionizing their businesses.
* **Product Presentation Theater where you can** learn more about the newest solutions for the job and in the office directly from the exhibitors providing cutting-edge products and solutions for our industry.
* **Showstopper Showcase** to see the newest products and services in one place.

I know attending NECA 2019 Las Vegas will help provide our company with a competitive edge and a significant return on investment. More information about the NECA Show can be found at [www.necaconvention.org](http://www.necaconvention.org).

When I return, I will debrief the rest of the team on key solutions and findings obtained from attending NECA 2019 Las Vegas. Thank you in advance for your consideration.

Sincerely,

[Your Name]