

Dear _____ ,

I'm confident that attending the FPDA/ISD Industry Summit, October 6-9, 2024, will benefit me and how I perform my job within the company. Attending this conference will enable me to learn more about hot topics and trends within the fluid power and sealing industries and will allow me to meet and network with a number of industry leaders and experts.

Because my attendance at this conference will enable me to function more efficiently in my position, I am seeking sponsorship for the registration fee and travel expenses.

Here is the detailed cost breakdown:

Early- Bird Registration Fee: \$995 (*Ends 7/10/2024*)

Regular Registration Fees: \$1,095 (*Ends 10/5/2024*)

Airfare: \$

Hotel: \$269 per night + taxes

Meals: \$

The total travel costs are \$

There is a total seminar cost of \$

Pending your approval, I plan to attend several presentations. These sessions will offer me knowledge in areas of learning how to stay competitive with customers, business impacts of electrification, better work performance, hydraulic manifolds, and updates about industry trends. The sessions are written and presented by selected speakers with hands-on experience and expertise in these areas.

I hope that I am given the opportunity to attend the 2024 FPDA/ISD Industry Summit and reap the wealth of benefits that this conference has to offer. I would appreciate a response before July 10, so we can take advantage of the early bird registration pricing and discounted room block rate for the conference.

Thank you in advance for your consideration of this opportunity.

Regards,

Your Name