To: ***Insert Manager or Supervisor Name***

Subject: Attending ETAP Global Conference 2020

I am requesting your approval to attend the 3-day [ETAP Global Conference](http://etap.com/uc2016/user-conference-2016-welcome.htm) (EGC), March 23-25, 2020 in Irvine, California USA.

or

I am requesting your approval to attend the 3-day [ETAP Global Conference](http://etap.com/uc2016/user-conference-2016-welcome.htm) (EGC) plus complimentary 2-day Microgrid Workshop, March 23-27, 2020 in Irvine, California USA.

(Select applicable conference attendance)

Link to the conference website: <https://etap.com/user-conference-2020>

This conference provides three days of technical presentation by other ETAP users, technology sessions, ETAP trainings, tutorials, and specialized sector sessions.

I believe the ETAP GC is one of the most effective ways to provide real value and ROI for ***insert your company name here*** for the following reasons:

1. Access to power system industry experts
2. User-to-user communication opportunities is essential for learning about real-life ETAP experiences, case-studies, best practices, and tips.
3. Up-to-date, comprehensive examination of issues critical to the modern power system
4. Maximize the investment by learning the latest ETAP techniques and applications via tutorials and trainings.

I am confident that our team and company will benefit significantly from attending this event. The cost to attend is relatively small; early registration rate is $ 490 before March 2020.

Please let me know whether you approve or if you have any questions about this event.

Sincerely,

***Your Name***