



NSC
Southern

Safety
Conference
& Expo

NEW ORLEANS APRIL 11-13, 2018

< Date >

Dear < Supervisor's Name >,

I would like to attend the 2018 NSC Southern Safety Conference & Expo an annual event in the Gulf Coast Region dedicated to workplace safety, April 11-13 in New Orleans. By participating, it enables me to see, first-hand some of the latest safety products, solutions and technology from more than 150 exhibiting companies.

I can also attend a number of keynote and educational sessions that are directly applicable to my work. Plus, it will allow me to network with others in the industry for insights on emerging safety challenges and solutions.

After reviewing the 2018 NSC Southern Safety Conference & Expo agenda, I have identified a number of exhibitors and sessions which will allow me to gain knowledge and understanding about how we can improve our safety program and cut costs. The sessions are facilitated by industry experts who have overcome similar challenges. Getting the information first hand will greatly reduce the research time and costs < **your organization's name** > would normally incur in researching the topics.

Here are some of the key exhibitors I would like to see:

<Insert key Exhibitors who will supply solutions to your needs>

Here are some of the educational sessions I would like to attend:

<Insert Educational Sessions that apply to your profession>

Here's an approximate breakdown of costs:

Airfare:	\$ xxx.
Transportation (between airport and hotel):	\$ xx.
Hotel:	\$ xxx.
Meals:	\$ xxx.
Registration Fee:	\$ xxx. [check for current price]
Total:	\$ X,XXX

The opportunity for me to develop better contacts and gain knowledge in specific areas of < **your profession** > makes my attendance at the 2018 NSC Southern Safety Conference & Expo a wise investment, which will yield rich dividends for < **name of your organization** >.

Thank you for your consideration. I look forward to your reply.

Sincerely,

< your name here >