Subject: Request for Approval to Attend Aspire 2025

Dear [Supervisor's Name],

I am writing to request approval to attend Aspire 2025, the premier conference for architects and design professionals, taking place from September 14-16, 2025. Aspire 2025 offers an unparalleled opportunity to gain insights from industry leaders, participate in innovative sessions, and expand my professional network with experts from across the Southeast and beyond.

Attending Aspire 2025 will provide me with the following benefits:

* Professional Development: With 18 HSW, 22 LU, 11 GBCI, and 4 ASLA credit opportunities, the conference ensures compliance with continuing education requirements while enhancing my expertise in key areas.
* Networking: The event offers over 30 hours of networking opportunities, allowing me to connect with thought leaders, fellow architects, and decision-makers to exchange ideas and build lasting professional relationships.
* Knowledge and Insights: The conference features renowned keynote speakers like Linda Alvarado and Jasmine Crowe-Houston, whose presentations will inspire innovative approaches and transformative leadership in architecture and design.
* Practical Takeaways: I will learn practical strategies and new solutions that can be directly applied to our projects and initiatives, contributing to the growth and success of our team.

I am confident that the skills and knowledge gained from Aspire 2025 will provide significant value to our organization and enhance my professional growth. I kindly request support for my attendance, including registration fees [*insert cost of conference past],* accommodations [i*nsert cost of hotel and trave]},* and accommodation. I am more than willing to share key takeaways and insights from the conference upon my return.

Thank you for considering this opportunity. Please let me know if you would like more information or to discuss how my participation in Aspire 2025 can benefit our team.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]