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[Date]

Dear [Supervisor Name]:

To provide [organization name] with important information related to the technical standards that affect our business, I would like to attend the ASTM International Technical Committee XX meetings [date] in [location]. The meetings offer a venue for making contact with professionals from around the world and interacting with business competitors and customers on a cooperative technical basis. In addition, I’ll receive current information on revisions to standards and new standards that impact our business on a daily basis.

The following are some of the meetings that would be of particular relevance to my current position: (a list of meetings and their schedules can be obtained [here](https://www.astm.org/MEETINGS/index.html).)

[List meetings that will address the organization’s most important issues or plans, and your role in helping to reach those goals.]

• Meeting 1

• Meeting 2

• Meeting 3

Cost

[List estimate of airfare, hotel, meals, transportation, etc.]

• Airfare

• Hotel

• Meals

• Transportation

• Other

Cover of work responsibilities

[Write back-up plan for your work while you are away.)

Summary of Benefits

[Write a clear case as to why your attendance will be a good investment to you and your organization.]

In addition, I would be more than willing to provide training to my colleagues on what I’ve learned upon my return.

Thank you for your consideration.

Sincerely,

[Your name]