Dear <Supervisor>,

I am writing to request approval to attend the Kitchen & Bath Industry Show, January 9-11, 2018 in Orlando. I have taken the time to review the exhibiting companies, product categories and learning opportunities and feel that my attendance would have a major benefit to our organization.

KBIS, in conjunction with the National Kitchen and Bath Association (NKBA), is an inspiring, interactive platform that showcases the latest industry products, trends and technologies. KBIS, as part of Design & Construction Week®, is the ultimate venue for residential design & construction professionals and provides access to 2 shows in 1!

My confirmed KBIS registration will provide access to so many opportunities in just a few days:

* 600+ Exhibitors, including 100 NEW companies
* Thousands of new products and innovations
* Opening Keynote Presentation
* Learning and Professional Development Opportunities, many offering CEU’s
* NKBA Presents the KBIS NeXT Stage with new programming
* Impact of Design Pavilion Presented by ASID – NEW!
* CEDIA Smart Home Pavilion
* Outdoor Living Pavilion
* The Backyard
* Industry Awards
* Special Events and Parties for Networking
* Access to [Design & Construction Week](http://designandconstructionweek.com/)® Partner Events, 2 shows in 1!

I’ve reviewed the expansive [exhibitor list](http://kbis.a2zinc.net/kbis2018/public/exhibitors.aspx) and identified a number of manufacturers that I would like to meet. Some key ones include:

* [Company X, Company Y, Company Z]

The Voices from the Industry sessions that I hope to attend include:

* [[List the VFTI Sessions](http://www.kbis.com/conference/voices-from-the-industry-conference/) you’re planning on attending.]

The NKBA Professional Development Courses that I hope to attend include:

* [[List the NKBA Professional Development Courses](https://www.kbis.com/conference/nkba-courses/) you’re planning on attending.]

Here is a complete breakdown of the anticipated costs:

|  |  |
| --- | --- |
| **Airfare** | $ [xxx] |
| **Transportation** | $ [xxx] |
| **Hotel (KBIS offers the lowest rates at the best properties through their hotel program)** | $ [xxx] |
| **Registration Fee (Learning or Expo Only)** | $ [xxx] |
| **TOTAL:** | $ [xxx] |

Attending KBIS will not only benefit me, but the rest of our organization as well. I plan to share all of my insights and new relationships with our entire team.   
  
Thank you in advance for reviewing and I’m confident you’ll find that my attendance at KBIS 2016 and Design & Construction Week® will have a significant ROI for all of us.  
  
[Signature]