Dear [Name of Manager],

The International Machine Vibration Analysis and Condition Monitoring Conference (IMVAC) is a conference geared toward vibration analysts, condition monitoring technicians and managers, and reliability engineers looking to improve their knowledge about vibration analysis and condition monitoring technologies. It is managed by Mobius Institute and being held in four different locations in 2018/2019 (Abu Dhabi, UAE; Antwerp, Belgium; Queensland, Australia; and Orlando, USA). It is my hope to attend IMVAC [Select Event Location].

IMVAC is a professional development conference which provides new opportunities to learn from condition monitoring industry experts and vendors, gaining exposure to new products that help to better diagnose machine faults and determine the root causes of failure. The conference focuses its topics, agenda and experts on the needs of those beginning in the industry through those who are advanced. In three days, I can sit in various sessions, focusing my attention to the courses that will best help me perform my job more effectively. Networking sessions and receptions will grant me the opportunity to get to know others in the industry and learn from them as well. I can also visit with industry leading exhibitors in the exhibition hall. At the end of the inaugural IMVAC conference, 95% of attendees said they would recommend attendance of IMVAC to a colleague or friend.

I encourage you to visit [www.imvacconference.com](http://www.imvacconference.com) to find out more information about the events and the content that will be shared at each. I have also outlined the projected cost for my attendance below. Here are just some of the ways [Company Name] can benefit from my attendance of IMVAC:

* Access to all presentations after the conference
* Many networking opportunities with peers, industry experts and exhibitors
* Introduction to newest technologies
* Better support for reliability initiatives

Cost to Attend IMVAC:

Registration: COST

Airfare: COST

Hotel: COST

Travel expenses (additional meals, etc.): COST

Total Projected Cost: COST

If I register for the conference earlier, I can save money off the registration amount. We, as a company, can also save by bringing a team of people for a group discounted rate. I am happy to discuss the conference and its value with you at your convenience.

Thank you for your consideration of my attendance request to IMVAC.

Sincerely,

[Your Name]