Dear <<Name>>:

I would like to request approval to attend Coverings 2022, taking place April 5-8 at Las Vegas Convention Center (LVCC) in Las Vegas, Nevada. Coverings is the premier event for the ceramic tile and natural stone industry and is one of the best educational and purchasing events in North America.   
   
It’s time to get back to business! Coverings understands the importance of reconnecting with suppliers and peers, testing and demoing new products, touching and seeing the latest tile and stone trends, and learning from industry experts. As such, there is **no cost to attend** the Coverings show floor or any of its education sessions (many of which also offer free CEUs!).

Since registration is complimentary, I am seeking approval for time away from the office and travel/housing-related expenses. An estimated cost breakdown is included below:

Airfare:  <<$###>>

Transportation:  <<$###>>

Hotel:  <<$###>>

Meals:  <<$###>>  
Education/CEU Fee: $FREE$

Registration Fee:  $FREE$ \_\_\_

**TOTAL: <<$###>>**

By attending Coverings 2022, I’ll be better prepared to not only meet but exceed our company goals by gaining a competitive business edge.

I plan to attend several learning opportunities focusing on <<fill in topic areas>> that could immediately be put to use with <<project(s) you are working on>>.  These sessions are presented by leading industry experts and take place during all three days of the show.

((As an added benefit, these sessions will allow me to fulfill my annual <<select one: AIA/ASID/IDCEC/NKBA/state>> certification requirements at no charge.))

In addition to the education, the Coverings show floor features live demonstrations, installations and workshops, and hundreds of global exhibitors showcasing the latest tile and stone innovations. I know that we are looking for ideas for new <<insert your list products, machinery, technologies you are currently looking to purchase>>, and I can investigate all of the latest options all at once by going on this trip to Coverings.

Lastly, Coverings, the Las Vegas Convention Center (LVCC), and our vendor partners are closely monitoring COVID-19 policy changes from the CDC, local government, state, and federal mandates. As the situation continues to evolve, guidelines and procedures will be updated accordingly, and these tactics are subject to change. Of note, the LVCC has received the Global Biorisk Advisory Council® (GBAC) STAR™ accreditation on outbreak prevention, response, and recovery.

When I return, I can debrief the rest of the team on key solutions and findings obtained from attending Coverings 2022. Thank you in advance for your consideration.  
  
Respectfully submitted,   
  
<<Your Name>>