Dear <<Name>>:

I would like to request approval to attend Coverings 2024, taking place Monday, April 22 – Thursday, April 25 at the Georgia World Congress Center (GWCC) in Atlanta, Georgia. 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.   
   
Coverings understands the importance of connecting 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. This is truly a unique and value-added benefit!

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

Airfare:  <<$###>>

Transportation:  <<$###>>

Hotel:  <<$###>>

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

Registration Fee:  $FREE$ \_\_\_

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

By attending Coverings 2024, 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 the first three days of the show.

In addition to the education, the expansive Coverings show floor features live demonstrations, installations and workshops, and 1,000+ global exhibitors from 40 countries 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 one trip to Coverings.

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