

Subject: Request for Approval to Attend INTELEC 2025

Dear [Boss's Name],

I hope this message finds you well. I am writing to request your support for my attendance at the 42nd IEEE International Communications Energy Conference (INTELEC) 2025, scheduled for October 12–15, 2025, in Houston, Texas. After carefully reviewing the conference program and past content, I am confident that participating in INTELEC will bring valuable insights and opportunities to our department.

INTELEC is a globally recognized forum for experts, innovators, and thought leaders to share advancements and best practices in energy systems for communications. Attending this event will provide me with the opportunity to:

1. **Stay at the Forefront of Industry Trends:** Explore the latest advancements in power conversion, energy storage, renewable energy, and communication electrification, ensuring we remain competitive and informed.
2. **Expand Professional Networks:** Build relationships with global leaders in industry and academia, fostering connections that could lead to new collaborations or partnerships.
3. **Enhance Practical Skills:** Participate in keynote sessions, technical presentations, and tutorials, gaining actionable insights that I can directly apply to our projects.
4. **Foster Innovation:** Exposure to groundbreaking ideas and perspectives at INTELEC will inspire fresh approaches to solving challenges and improving our workflows.
5. **Gain Market Intelligence:** Learn about the latest tools and technologies from industry-leading exhibitors, helping us make informed decisions about potential investments.
6. **Showcase Our Commitment:** Attending INTELEC highlights our organization's dedication to staying ahead in our field and investing in professional growth.
7. **Share Knowledge:** I will compile a detailed report and deliver a presentation to the team upon my return, sharing the key takeaways, strategies, and access to INTELEC's extensive repository of technical papers and session materials.

To minimize disruption to ongoing projects, I will develop a plan to ensure my responsibilities are managed effectively during my absence. I am confident this opportunity will strengthen our team's capabilities and contribute significantly to our overall success.

Thank you for considering my request. I am happy to provide additional details or address any questions you may have.

Best regards,
[Your Name]