SUBJECT: Request for Support for My Participation in Structures Congress 2020

Dear [Name of Employer/Manager],

I am requesting your support of my active involvement in the Structural Engineering Institute (SEI) of the American Society of Civil Engineers (ASCE) by supporting my attendance Structures Congress 2020, April 5-8 in St.Louis. As the premier organization representing our profession, my participation in this conference can provide an invaluable opportunity to gain the knowledge and skills needed to better meet our organization’s strategic challenges and future growth.

SEI/ASCE offers opportunities that can enhance my skill sets and enrich my contributions to our professional team. This includes:

* Acquiring professional development and leadership skills, as well as staying current in my technical specialty, through SEI/ASCE programs, webinars, and publications
* Developing business contacts and identifying potential hires for our organization at networking events
* Gaining recognition for our organization
* [Other Benefits Specific to Your Involvement]

I hope you will support my active participation and thank you for your consideration.

Sincerely,

[Your Name]