I am requesting your approval to attend the ICRI 2025 Spring Convention taking place April 13-16, 2025, in Austin, Texas, USA. As the largest gathering of concrete repair industry professionals, the ICRI Spring Convention is the one event where I can gain key information needed to expand my role, our business, and thrive professionally. I’ll have access to industry experts who will help me grow my knowledge base and increase our productivity. I will be able to secure continuing education needed to ensure cutting-edge skills and practical knowledge that will impact my day-to-day work moving forward.

I’ll be able to choose from 16 educational sessions to attend live, tailoring my schedule to attend the sessions that directly apply to my work. I will also have the opportunity to lend my unique experience to any one of the 12 technical meeting meetings where industry expertise and new voices are highly sought after. During session breaks, I’ll have chances to network with various repair industry experts and colleagues who have faced similar challenges. Each presentation I choose will directly relate to an issue we currently face. In addition to the technical sessions and committee meetings, the Spring Convention features an exhibition hall with more than 50 repair and restoration industry suppliers where I can identify new technologies, top products, potential partners, and customers that could lead to new business.

I plan to achieve the following three objectives at the 2025 ICRI Spring Convention:

Objective 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objective 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objective 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am seeking approval for registration fees, travel expenses to the conference, and hotel accommodations during the event. A detailed cost breakdown is included below.

Registration Fee: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Airfare: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Expenses: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total ICRI Spring Convention Cost: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attending the ICRI 2025 Spring Convention will be of huge value for me, the company, and the future of the repair and restoration industry. Please let me know if you have any questions, and thank you in advance for your support.

Sincerely,

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