Hello [Supervisor’s Name],

I am requesting your approval to attend **ASCEND**, 22-24 July 2025, in Las Vegas.

ASCEND connects the civil, commercial, and national security space sectors, along with adjacent industries, to embrace the opportunities and address the challenges that come with increased activity in space. The event showcases the technical exchanges, debates, and collaboration that will accelerate space commerce, exploration, and new discovery to produce tangible outcomes to help forge a sustainable off-world future for all.

This is a great opportunity for me to be a part of the conversation and bring inspiration and innovation to share with my peers. It’s a chance to connect with colleagues at the only gathering of its kind, with content tailored to help me stay on top of new opportunities, trends and tools. Most importantly, it will provide me with new information and ideas to bring back to our team.

Here’s an estimated cost breakdown for me to attend:

Registration Rate $USD[rate + note early-bird rate/deadline unless it has passed]

Hotel: $[rate x #nights]

Other Travel Expenses: $[estimate]

**Total: $[total]**

My registration fee includes three days of technical sessions, general sessions, networking and sharing time with colleagues and exhibitors to discover the latest products and services to boost the effectiveness of our strategies. Additionally, ASCEND registrants will have complimentary access to all 2025 AIAA AVIATION Forum programming and conference proceedings, which will be co-located with ASCEND.

ASCEND’s reputation as the world’s premier outcomes-focused, interdisciplinary space event is unmatched, and I’m confident this will give me fresh insights that we can use on our team.

Thank you for considering this request.

Sincerely,

[Your Name]