

Subject: Attending the U40 Leadership Summit

I am requesting your approval to attend *Pro Builder* and *Pro Remodeler's* Under 40 Leadership Summit at the International Builders' Show on Monday, January 30, 2023 in Las Vegas.

By attending, I will be part of one of the largest gatherings of young professionals in the residential construction industry. The one-day Summit will feature panels, presentations, and roundtables on the topics of leadership, mentorship, marketing, personal wellness, and more.

I expect to benefit both professionally and personally from the event by growing my knowledge and understanding of the business, growing my skill set, gaining a variety of new perspectives through discussions, and connecting with and expanding my network of like-minded young professionals. I also expect the experience to positively impact my day-to-day performance.

As an additional perk, registration for U40 comes with a free three-day expo (show floor) pass to NAHB's 2023 International Builders' Show, a national showcase for some of the most innovative products and methods in building and remodeling today.

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

Registration Fee:	\$
Airfare:	\$
Hotel:	\$
Meals:	\$
Other Expenses:	\$
Total Costs:	

Attending the U40 Leadership Summit will provide great value for me and our company. Please let me know if you have any questions and thanks in advance for your support.

Sincerely,
