**[Your Name]**
[Your Position]
[Your Company Name]
[Your Email]
[Your Phone Number]
[Date]

**[Manager’s Name]**
[Manager’s Position]
[Company Name]

**Subject:** Request for Approval to Attend NAYGN Capitol Hill Day & NEI Nuclear Energy Policy Forum

Dear [Manager’s Name],

I am reaching out to request approval to attend an upcoming **two-part event in Washington, D.C.**, focused on nuclear policy, advocacy, and professional development.

1. **NEI Nuclear Energy Policy Forum (May 20–21, 2025):** This exclusive event unites industry leaders, policymakers, and energy experts to discuss critical nuclear energy policy topics. Attending will provide valuable insights into regulatory developments, advocacy strategies, and technological advancements that impact our industry and [Company Name].
2. **NAYGN Capitol Hill Day (May 22, 2025):** This event offers a unique opportunity to meet with Congressional offices and advocate for the interests of the nuclear industry. Engaging in these discussions will enhance my communication skills and deepen my understanding of current challenges and policy solutions.

Attending these events will allow me to **represent [Company Name]**, connect with fellow young professionals in the industry, and bring back insights to benefit our team. The experience will directly contribute to my professional growth and strengthen our company’s presence in nuclear advocacy.

The estimated cost of this trip is outlined below, and with your approval, I would like to submit this as a business expense. I believe this would be a valuable investment in both my development and [Company Name]’s engagement in nuclear policy.

I appreciate your time and consideration and would be happy to discuss this further. Please let me know if you need any additional details.

Best regards,
**[Your Name]**

Budget Request – Cost Estimates

# NEI Nuclear Energy Policy Forum + NAYGN Hill Day

|  |  |  |
| --- | --- | --- |
| Date | May 19-23 | Cost Estimate  |
| # nights  | 4  | $279  |  $ 1,116.00  |
| Flights:  |   |   |  $ 400.00  |
| Food and incidentals |  per day// (Total days = # nights +1) | $60  |  $ 300.00  |
| NEPF Registration |   |   | $399  |
| Total  |   |   |  **$ 2,215.00**  |

# NAYGN Hill Day only

|  |  |  |
| --- | --- | --- |
| Date | May 21-23 | Cost Estimate  |
| # nights  | 2  | $279  |  $ 558.00  |
| Flights:  |   |   |  $ 400.00  |
| Food and incidentals |  per day// (Total days = # nights +1) | $60  |  $ 180.00  |
|   |   |   |   |
| Total  |   |   |  **$ 1,138.00**  |