

[Date]

Dear [Name of Manager],

The EPCE Coalition Members will convene April 23-24, 2019 at the EPCE Semi-Annual Coalition Meeting in Las Vegas, NV. As a member of EPCE, not only is it important to attend and represent [Company Name], but it offers the opportunity to discuss and learn relevant ideas and practices that support developing, educating, and training our workforce. **There is no fee to attend the meeting and EPCE members receive a discount to attend the full Electric Power Conference.**

The convening will provide valuable insight for how we can better leverage the education and training resources available to us through our active participation as an EPCE Member. Furthermore, I will learn new ways to enhance internal training with innovative, online education and learning tools and ways to provide professional development opportunities for employees that bolster our internal talent pipeline.

This membership forum will provide:

- Best practices to develop a skilled and prepared workforce that save time, staff resources, and expenses from peers and industry experts
- Interactive roundtable discussions with industry peers to benchmark utility training practices in areas such as succession planning, knowledge transfer, retention and training
- Online education and training resources to support our organization's workforce development initiatives such as apprenticeship training, professional development, employee career progression, leadership training, and more
- Presentations on interactive, technical learning tools designed to complement and enhance internal training and employee professional development

Because the meeting is co-located at the ELECTRIC POWER Conference, EPCE Meeting attendees also receive a complimentary exhibit hall pass and are able to attend networking events, the opening key note, and presentations on the exhibit hall floor.

Estimated cost for me to attend the meeting:

EPCE Meeting: \$ 0 – There is no cost to attend for EPCE Members

Airfare: \$ [xxx]

Hotel: \$ 550 (estimate for 2 nights hotel stay)

TOTAL: \$ [xxx]

I look forward to your approval to attend and represent [Company Name] at the meeting. Please let me know if there is any additional information I can provide.

Sincerely,

[Your Name]