Subject: Request to Attend OCEANS 2025 Great Lakes

Dear [Supervisor's Name],

I am writing to request approval to attend **OCEANS 2025 Great Lakes**, taking place **September 29 – October 2, 2025**, in **Chicago, Illinois**.

This international conference is the premier gathering for professionals in marine and freshwater technology, offering deep insights into critical areas like [insert your specific area of interest, e.g., coastal resiliency, sensor technology, autonomous marine systems].

OCEANS 2025 Great Lakes will be delivering high-quality content through focused conversations, meaningful networking opportunities, impactful technical sessions, and deeper engagement between attendees and exhibitors.

Key benefits of attending include:

- Access to over 500 peer-reviewed technical presentations
- Live on-water technology demonstrations
- Opportunities to meet with government, industry, and academic partners
- Exposure to tools and techniques I can apply directly to our work

The total estimated cost for attendance (registration, travel, and lodging) is $[Insert Estimate]. I believe this investment will directly benefit our goals and deliver valuable insights for [insert relevant projects or responsibilities].

Thank you for considering this request. Please let me know if I can provide additional information.

Sincerely,
[Your Name]