

Dear <Supervisor’s Name>,

The [2026 ISPA Conference](https://experienceispa.com/2025-conference/) will take place March 31 – April 2 at The Venetian in Las Vegas and I would like to submit my request for consideration to attend this premiere event for spa leaders. Each year, spa professionals from around the globe attend this event to enhance their skills, connect and learn from their peers, explore new products and gain valuable insights to stay competitive in the evolving spa world.

The annual event consists of three Power Session keynote presentations featuring high caliber professional speakers along with a lineup of 17 different education sessions featuring timely topics customized for spa industry professionals. Unlike many conferences, ISPA’s education is comprised of professional and industry speakers and does not consist of paid vendor education focused on products. This year’s Education sessions cover trending topics and tips to help grow our company and elevate our team. The [Agenda](https://experienceispa.com/agenda/) provides an overview of the daily schedule and offerings.

Additionally, the ISPA Expo displays the newest products within the industry along with everything needed to fully operate a successful spa. ISPA’s Experience Center will feature more than 10 brands who will offer attendees with a more in-depth look at how their products can be implemented within the treatment rooms or retail space.

As this is a business-building opportunity, I am requesting permission to attend the 2025 ISPA Conference and seeking coverage of basic costs for the event. The registration fee provides a wealth of benefits including daily lunch, coffee breaks, Welcome Party ticket and a variety of new product gifts. The estimated cost breakdown for the event is:

 Conference Registration: $785 (through January 12)

 Roundtrip Airfare: $xxx

 Transportation: $xxx

 Hotel: $xxx

 Meals: $xxx (Lunch is provided Tuesday, Wednesday and Thursday)

The total cost associated with attending this event: $xxx

I believe the benefits of attending this year’s conference will provide positive rewards for our company. Upon my return from the event, I will share key takeaways and insights from the event with relevant members leadership. The opportunity to gain and share the latest business and industry knowledge makes my attendance at the 2026 ISPA Conference an invaluable investment.

Thank you for considering my request. I look forward to your reply.

Sincerely,

<Your Name>