[today’s date]

Subject: 2025 Hydrogen Innovation and Technology Conference

Dear [Supervisor’s name],

I am writing to express my interest in attending the upcoming [2025 Hydrogen Innovation and Technology Conference](https://www.aiche.org/conferences/hydrogen-innovation-and-technology-conference/2025) (HIT). I am confident that attending this conference will provide me with valuable knowledge and important contacts within the engineering profession and will open new doors and opportunities for our organization.

This conference is organized jointly by the American Institute of Chemical Engineers (AIChE) and the Institution of Chemical Engineers (IChemE), and is co-located with the [2025 Center for Hydrogen Safety Americas Conference](https://www.aiche.org/chs/conferences/center-hydrogen-safety-conference/2025). Over 2.5-days key players in the advancement of hydrogen technologies will discuss big-picture perspectives, updates on up-and-coming and international projects, and will add value to my work.

The HIT Conference focuses on real-world hydrogen applications and lessons learned. Presentations and conversations will be around case studies and lessons learned from commercialization, hydrogen production driven by CI and LCA, electrolysis technologies, transportation, and the global value chain.

Some specific aspects of the technical agenda that are particularly exciting to me include [insert session title, networking events, and other activities you plan to participate in]. Being the [insert job title], it is my goal to attain [insert goals as related to your job responsibilities].

Given that one of our organization’s key goals is to [insert company’s goals], I believe that attending this meeting will contribute to [insert the potential benefits from attending and how they will boost efforts to accomplish company goals].

When I return from the conference, I plan to deliver a brief presentation on the key takeaways from my experience at the event, including contacts that I gained and the new research and technology displayed in addition to notes from key presentations and workshop materials to share with the team.

Thank you for considering support of my attendance at this important conference.

Sincerely,

[Your name]