**Why I must attend NHMF Conference 2025**

[Name],

I’m writing to ask for approval to attend NHMF Conference 2025, The UK’s leading maintenance conference being held on 21-22 January 2025 at the Crowne Plaza, Stratford-Upon-Avon. It is an annual conference devoted to housing maintenance and run by maintenance and asset management professionals from the National Housing Maintenance Forum. It covers strategic issues and provides a focus for networking and promoting best practice.

At the conference, I will be able to choose from 20+ educational sessions, earn continuing education CPD credits, and interact with over 40 exhibitors at the onsite trade show.

This year the key themes that will be addresses at this event include:

* **Fire and Building Safety** – Ensuring compliance with fire safety regulations and building standards to safeguard occupants and minimize risk.
* **Healthy Homes** – Promoting health and well-being through safe, well-maintained living environments that improve tenant satisfaction and reduce hazards.
* **Net Zero** – Implementing energy-efficient practices and sustainable technologies to meet carbon reduction targets and create greener homes.
* **New Technology** – Leveraging the latest innovations to enhance operational efficiency, improve service delivery, and future-proof housing assets.
* **Many Other sessions -** Training, Repairs and Maintenance, Leadership and Vision, Asset Management.

This conference has grown from 100 attendees to over 500 in just few years, with over 90% of last year’s attendees saying they wanted to come back this year. Attendance includes two full days of learning and networking, best practice sharing, and an interactive environment where I can learn about the latest trends in our sector, technologies and methodologies to bring back to support our business goals.

I’d like to focus on finding solutions or best practices that could benefit these projects:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

**Here’s an approximate breakdown of the conference costs:**

**Transport: £Xxxx approx.**

**Conference ticket**   **£Xxxx**

(Pick one option from the website that reflect your organisation: <https://www.nhmf.co.uk/conference/booking/>

some packages include all meals and accommodation so there is no need for additional cost)

**Tota:**  **£Xxxxx**

I’ll submit a post-conference report that will include an executive summary, key industry takeaways, best practice tips, and a set of recommendations for future projects. I can also share relevant information with key personnel throughout the company.

Thank you for considering this request. I look forward to your reply. Please let me know if I have sign off to attend this valuable event, as the earlier I make my travel arrangements, the more cost friendly they will be!

Thank you,

[NAME]