**Request to Attend Apartmentalize 2025– Memo Template**

From: [Your Name]

To: [Supervisor’s Name]

Re: Attending APARTMENTALIZE

I would like approval to attend [APARTMENTALIZE](https://www.naahq.org/apartmentalize), taking place June 11-13 in Las Vegas.

This event, produced by the National Apartment Association, is the largest in the rental housing industry and offers extensive opportunities for professional development, networking, meeting with exhibitors and sourcing new products and services.

The conference includes over 90 sessions, led by professionals in the industry, offering actionable advice.

*[If you hold NAAEI credentials, add]:* I can also earn up to 8 continuing education credits (CECs) toward my NAAEI credentials: [name credential(s)].

The NAA Exposition will feature more than 600 exhibitors, providing an overview of emerging industry trends and solutions. I intend to explore solutions for [name some projects or objectives you have, such as enhancing marketing or streamlining operations]. Exhibitors I plan to meet with include: [name relevant [exhibitors](https://apt25.mapyourshow.com/8_0/explore/exhibitor-gallery.cfm?featured=false)].

Following the event, I would be happy to share key insights and actionable takeaways with our team.

**Estimated Expenses**:

Registration: [Fill in applicable rate]

Transportation: [Airfare, mileage, taxi/car service, etc.]

Hotel: [Attendee discount rate]

Meals: [Calculate based on company guidelines – note that 2 Expo Eats lunches and Thursday dinner are provided by Apartmentalize]

Estimated Total: [total amount]

Thank you,

[Your Name]