Dear <SUPERVISOR’S NAME>,

I would like to request your approval for me to attend the 20th Annual Organisation of Caribbean Utility Regulators (OOCUR) Conference from **October 26-29, 2025,** in Montego Bay, Jamaica. This regional event will bring together utility regulators, attorneys-at-law, engineers and other professionals, policymakers, academics, and service providers from across the **Caribbean and North America** for high-impact dialogue, learning, and collaboration.

With a projected 200 attendees, the OOCUR 2025 Conference offers a concentrated opportunity to engage with leading minds in our sector.

**This year’s theme is, “*Navigating Caribbean Regulatory Challenges: Opportunities, Innovations and Collaborations*.” It is especially timely** as our sector confronts climate adaptation, digital transformation, and evolving customer expectations, this conference will provide practical insights that align directly with our goals.

If approved, I will be able to:

* **Represent and connect:** By enhancing our presence within the utility sector, community and building new partnerships with peers facing similar challenges.
* **Learn and apply:** By attending sessions rooted in regional case studies, real-world regulatory strategies, and innovation tailored to small island economies - all of which are directly relevant to our current work.
* **Bring value back:** I will compile key takeaways, best practices, and new ideas to share with our team - ensuring this opportunity has a lasting impact beyond the conference.

The breakdown for attendance is registration: USD600 for members or USD800 for non-members; there is a special early bird rate for accommodation at Jewel Grande Resort for USD370 per night, single occupancy, **if we book by** **July 31, 2025**. I believe this is a worthwhile investment in my professional growth and will contribute meaningfully to our organisation’s mission and goal.

Please consider making this investment in my professional development which will in turn advance our company.

Kind regards,

<EMPLOYEE’S NAME>