Dear [enter manager’s name here],

I am interested in attending WorldCity’s ***HR Americas Conference*** in Miami, FL on   
November 9, 2018. I am confident I will return with tools and solutions that will help our organization integrate the latest ---- strategies and help us achieve business results.

**Why is it important?**

* Over 7 hours of intense, interactive learning – with a guarantee to recoup the money spent by implementing just a few of the strategies shared during the conference
* Unique and interactive workshop session that will enable me to practice and apply my skills in peer groups
* Access to electronic copies of presentation materials to be used when I return as training materials I can share with the team
* I’ll have the opportunity to meet connections that matter – the attendees are senior level HR and communications professionals from organizations like ours, facing similar challenges

**What will it cost?**

The approximate cost of my attendance is as follows:

Airfare………………………………………………………………...$

Hotel (reduced conference rate)……………………..…..$

Ground transportation………………………….……….......$

Meals………………………………...………………………………..$

Registration…………………………………..............…………$

TOTAL $

Afterwards, I can submit a post-conference report with an executive summary including major takeaways, best practices, and recommendations. I can also share the session documents and insights across my team and our organization.

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

Regards,

[Your name here]