
Dear Name:

I would like to attend the Global Strategic Management Institute's Mission Driven Performance Summit, March 8 - 10 in Washington DC. I have reviewed the agenda as well as the list of attending companies and feel the return on the investment would be a major benefit as the event aligns directly to the priorities of our department [insert your priorities here].

It's a very good value for the level of intensive education. During the three days, I'll have access to:

- A full day of workshops for hands on experience
- Up to 10 hours of networking with peers from other companies
- Case studies and panel discussions presented by industry leaders

I am seeking approval for the registration fee and travel expenditures. The full conference and workshop price is \$3825, however the following payment options are available:

	Government/ Non-profit Rate	Commercial Rate
Summit Only	\$1095	\$1395
Summit and 1 Workshop	\$1395	\$1695
Summit and 2 Workshops	\$1845	\$1845

Here is a complete breakdown of the conference costs:

Airfare: \$XXX
Transportation: \$XXX
Hotel: \$XXX
Meals: \$XXX (breakfast and lunch included in conference fee)
Conference Fee: \$XXX
TOTAL:

There are a number of strategic presentations and case study highlights that focus on the best practices and latest resources from aligning our strategies. A few of the presentations that I plan to attend include [List Top 3 Sessions Here]

I will also be able to build new business relationships and discuss best practices with other attendees working on the same priorities. Furthermore, I will be able to continue these relationships on the conference community site. The community site provides opportunity for further discussions with peers and presenters, as well as the conference presentations.

In addition, other staff members in our organization will benefit, as I will meet with the team when I return to relay recommendations and action items from a detailed Trip Report.

Please accept this proposal to attend, as I'm confident in the significant return we will receive for the small investment.

Thank you for your consideration.

Your standard close
