Dear **<Insert Manager’s Name>,**

I am writing to request your approval to attend the DirectEmployers 2020 Annual Meeting & Conference, held at The Worthington Renaissance Fort Worth Hotel in Fort Worth, Texas, May 13-15, 2020.

Referred to as DEAMcon20, this conference will feature an impressive lineup of tracks that solely focus on the OFCCP compliance and recruitment marketing challenges that HR professionals face. Each year, executives, thought leaders, compliance experts, and recruiters from Member and partner organizations come together to share industry best practices and experience with their peers while taking the opportunity to network and learn from keynote speakers and industry experts. Through the variety of events and educational opportunities, I will be able to discover new innovative technology and trends that impact our recruiting and OFCCP compliance efforts.

DirectEmployers Association dedicates the four days to keynotes, panels, Member presentations and concurrent sessions, such as **<insert desired sessions here>**. This year’s conference will also feature a Demo Hall, giving me the opportunity to network with a variety of vendors and learn about new technology and service offerings that might be beneficial to our organization. DirectEmployers will also submit its sessions for HRCI Recertification and SHRM Professional Development credits, available to attendees at no extra charge.

The DirectEmployers conference will cover a range of topics including recruitment marketing tactics, analytics, social media, employer branding, recruitment best practices, OFCCP compliance, and diversity. I feel these sessions will provide me with the information necessary to better utilize our membership and perform more efficiently in my role, especially as it relates to the following projects/initiatives I’m working on:

* **<Insert project name 1>**
* **<Insert project name 2>**
* **<Insert project name 3>**

Included with my request to attend DEAMcon20, I’ve broken down the cost of my attendance from Wednesday, May 13 to Friday, May 15, below:

Registration: $375 (exclusive Member-only rate)

Airfare: **<Insert Airfare Price>**

Hotel: $597 plus taxes and fees (3 nights at $199/night)

HRCI Credits: $0

SHRM Credits: $0

**Total: <Total Approximate Cost>**

Thank you for considering my request to attend DEAMcon20. With the room block rate expiring on April 15, 2020 and the quickly approaching conference, I appreciate your immediate attention to this request.

Best Regards,

**<Insert Your Name and/or Signature>**