Dear **<Insert Manager’s Name>,**

I would like to request approval to attend the DirectEmployers 2024 Annual Meeting & Conference, being held at the Intercontinental Hotel in New Orleans, Louisiana, April 3-5, 2024.

Referred to as DEAMcon24, this conference runs the gamut when it comes to its programming, packed with fresh, thought-provoking content on the topics of employment law, recruitment marketing, and DE&I. Some of the sessions I am most interested in attending include, **<insert desired sessions here>**. I feel these presentations 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>**

With nearly 300 attendees comprised of executives, thought leaders, compliance experts, and recruiters from DirectEmployers Member and partner organizations, the networking opportunities will also prove beneficial. These connections may be helpful in the future for benchmarking and problem-solving as we push forward with new initiatives. This conference also features an interactive Demo Hall, allowing me to network with various vendors and learn about new technology and service offerings that might be beneficial to our organization’s continued success.

Included with my request, I’ve broken down the base cost of my attendance from Tuesday, April 2nd to Friday, April 5th, below:

|  |  |
| --- | --- |
| Registration:  | $449 (Discounted Member rate) |
| Airfare: | **<Insert Airfare Price>** |
| Hotel: | $675 plus taxes and fees (3 nights at $225/night) |
| **Total:** | **<Total Approximate Cost>** |

Thank you for considering my request to attend DEAMcon24! With the discounted room block rate expiring on March 1, 2024 and the quickly approaching conference, I appreciate your immediate attention to this request.

Best Regards,

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