**Letter to Manager**

<**Date**>

Dear <**supervisor's name**>,

I would like to attend the 2015 WICT Leadership Conference, September 28 - 29, in New York, NY. The conference will enable me to attend a number of education sessions that are directly applicable to my work and will give me access to a network of cable industry professionals and leaders. I am seeking approval for the registration fee and travel-related expenses to the conference. A detailed cost breakdown is included here:

Breakdown of Conference Costs:  
**<insert your travel cost numbers here>**

Conference Fees: $1,200 (WICT member); $1,450 (Non-member)   
Hotel: $405/night x **<X>** nights = **<$XXXX>**  
Airfare: **<$XXXX>**  
Transportation: **<$XXXX>**  
Meals: **<$XXXX>**

The total cost associated with the conference is: **<$XXXX>**

The WICT Leadership Conference is comprised of general sessions presented by the industry’s leading experts, panel discussions and interactive and innovative breakout sessions. The opportunity for me to develop better contacts and gain knowledge in specific areas of **<your area of expertise>** makes my attendance at the conference a wise investment. I hope you agree that participation will not only benefit me, but also our team and company. If so, please let me know as I would like to sign up today.

Thank you for your consideration.

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