**Letter to Manager**

<**Date**>

FROM: **<your name>**  
TO: **<your supervisor’s name>**  
RE: Leadership Development

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

I would like to attend the 2016 WICT Leadership Conference, September 19 - 20, 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: $1,450 (WICT member); $1,750 (Non-member)   
Hotel: **<$XXXX>**/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. After reviewing the conference schedule, I have identified several sessions which align with our top priorities:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**<Your Name>**