

Dear <Insert Manager's Name>,

I'd like your approval to attend the MEECO Institute Conference and Designation Ceremony in California, a premier event hosted by the MEECO Institute, the research and think tank arm for the Association of Corporate Executive Coaches. It is taking place May 17-18, 2017 in north California.

Attending this conference will give me a chance to connect with 70 master level corporate executive coaches and fortune 1000 corporate representatives in the employee experience sector in consumer products, health care, education, nonprofit and technology professionals. Plus, I'll gain unique perspectives about how to become a stronger leader and facilitator in this space from business experts and thought leaders.

The two day of the conference are dedicated to keynotes, breakout sessions, *and* networking. With speakers citing specific examples of coaching and workplace culture success, I know I'll be able to apply what I learn to make sure we get the most out of our own organizational plans when it comes to creating a thriving workplace.

The conference is limited to 70 selected professionals, providing a more intimate setting to both learn and network with speakers and workshop presenters. This ensures I come back with lots of practical ideas about how we can be more efficient *and* effective using best in class coaching techniques and current methodologies; I'll be able to share key takeaways, including those we can implement immediately.

I've broken down the approximate cost of my attendance on May 17-18 below.

Airfare:	\$xxx
Hotel:	\$xxx per night (discounted rate)
Conference:	\$xxx (see rate types)
Total:	\$xxx

Thank you for your consideration of this request. MEECO offers time-sensitive registration discounts—for early birds and groups—so I look forward to receiving a timely response.

Regards,

<Insert Your Name>,