Dear ,

MCAA’s WiMI Conference (<https://mcaaevents.org/wimi-conference>) has become recognized as one of the most important, influential, and inspiring conferences for women in our industry that takes place each year. 2024 will be no different. I view the WiMI 2024 Conference as the perfect opportunity to build impactful relationships, expand my professional knowledge, and become a stronger and more skilled employee.

**WiMI 2024 takes place June 10-12 at the in Cleveland, OH.**

You can be confident I’ll take the knowledge I gain at WiMI 2024 to bring new ideas, insights, and applied leadership and organizational skills to our company. *(Highlight a particular session/topic and individuals you could meet that would benefit your position and your organization.)*

The total company investment for me to participate will be approximately ($XXX). The cost breakdown is:

* Registration: $895
* Two Nights at the Hotel: $155++ x2
* Local transportation: (*Flights, Uber/Taxi and Parking at home airport*)
* Meals and incidentals: All meals are included except for any travel meals

I’d be glad to discuss this request and answer any questions you may have. I am confident that attending WiMI 2024 would be advantageous for both the organization and my job performance.

Regards,