DATE

Dear \_\_\_\_\_\_\_\_\_\_\_,

I am submitting my formal request to attend the upcoming Canadian Association of Women in Construction Annual Conference in Niagara-on-the-Lake, Ontario. This conference kicks off with an opening reception taking place on September 10 and the conference takes place on September 11-12.

This conference is put on by the leading association supporting women across the construction. The theme of this year’s conference is ***Elevate. Empower. Transform*** - examining the power of women’s perspectives for construction excellence.

I have reviewed the event, and I think there is great value in me attending on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The conference includes:

* Inspiring keynote speakers and informative sessions
* Engaging opportunities to network and connect with other professionals
* Celebratory Awards and Gala
* Exhibitor Centre

I think my attendance at the event would help me learn more about critical topics and that insight will help rs

|  |  |
| --- | --- |
| Conference registration  | $ |
| Hotel room  | $ |
| Travel (KMs, Air) – Please indicate | $ |
| **TOTAL**  |  |

The conference does include breakfast, lunch and dinner on Wednesday and breakfast and lunch on Thursday.

Thank you very much in advance. I look forward to discussing this further with you.

Sincerely yours,

NAME
TITLE