Dear [Manager’s First Name]-

I’d like to attend CEX: The 2018 Association Component Exchange happening Friday, October 26th, in Arlington, VA and hope you’ll approve this request.

This event is unique and will help me bring even more value to our organization because it is focused specifically on <insert name of your associations’ components – e.g. chapters, affiliates, etc.)>. This conference is focusing on the strategic opportunity that components offer, how to optimize the role of components and set them up for success, which only improves our association as a whole. Additionally, I believe CEX: Association Component Exchange will help me reach my professional development goals of [xxx, xxx and xxx].

Here are some notable aspects of the conference that I think will help set me and the rest of our organization up for success:

* Real-life stories and examples of component-focused initiatives and tactics
* Networking with my component relations professional peers to share ideas and advice
	+ It’s important to note that not a single ASAE show or event is currently designed for this
* There will be access to tools and resources that are designed for component relations professionals and others that work specifically with components

Below I have broken down the costs for me to attend this event.

* Registration fee, including breakfast and lunch during the conference: $199
* Airfare: $ [INSERT TOTAL if not located in DC metro area]
* Transportation: $ [INSERT TOTAL]
* Hotel: $ [INSERT TOTAL] (If coming from out of town – CEX group rate is $225 for Thursday, 10/25 and $239 on Friday, 10/26)
* Meals: $ [INSERT TOTAL] (Remember: Breakfast and lunch meals are included.)
* Total: $ [INSERT TOTAL]

You can learn more about the event at [www.leveragechapters.com](http://www.leveragechapters.com).

Thanks,

[Your Name]