*CRP’s: Put this letter on your organization’s letterhead and update the areas in yellow. Here are some links to help you convince your boss, then use the space below to write your own message.* [*Top 10 Reasons I should Attend*](https://www.billhighway.co/10-reasons-to-attend-cex-the-association-component-exchange/) *or* [*Understand and Improve the Member Experience*](https://www.billhighway.co/journey-mapping-part-1-improve-the-membership-experience/) *or* [*15 Ways to Improve Chapter Success*](https://www.billhighway.co/15-ways-to-improve-chapter-success-from-cex/)

**TO**:
**FROM**:
**SUBJECT**: I’d like to attend **Association Component Exchange** on Friday October 18, 2019 at Grand Hyatt Washington, DC.

I’d like to attend CEX: The 2019 Association Component Exchange (full agenda [www.leveragechapters.com](http://www.leveragechapters.com)) happening on Friday, October 18th, in Washington, DC and hope you’ll approve this request.

This event, which is the only one of its kind, 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 <insert name of your associations’ components – e.g. chapters, affiliates, etc.)>-focused initiatives and tactics
* Problem-solving roundtables for sharing ideas and innovations
* Access to tools and resources designed for work specifically with <insert name of your associations’ components – e.g. chapters, affiliates, etc.)>

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

* Registration fee, including breakfast and lunch during the conference: $249
* Airfare: $ [INSERT TOTAL](if not located in DC metro area)
* Transportation: $ [INSERT TOTAL]
* Hotel: $ [INSERT TOTAL] (if coming from out of town)
* 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]