

Dear [insert manager’s name],

I would like to attend the **2019 ACT Workforce Summit – Get the Inside Track**, which will be held October 28-30, in Charlotte, North Carolina. The Summit will showcase the importance of collaborative and innovative practices to help students and job seekers succeed and communities thrive and prosper. Attending will not only further my professional development but also advance our team and company.

**Valuable Content**  
What makes the ACT Workforce Summit unique is that the sessions are presented by other stakeholders in workforce development who are doing the same work we’re doing – and excelling at it. How beneficial will it be to learn from the best and apply it to our company? The 30+ sessions focus on solutions rather than problems and strategies that can be replicated to help us gain a competitive advantage in and for our community.

**Valuable Connections**  
Workforce development is not a “one size fits all” industry. The Summit assembles the many thought leaders who are tasked with building a better workforce, including educators, economic or workforce developers, government officials, job profilers, and businesses. Economic development is a collaborative effort, and this conference uniquely convenes all stakeholders into one place. The professional connections are invaluable and will last a career.

ACT Workforce Summit is one of the most cost-effective conferences for workforce development. The ROI it will deliver is a real value. Here is a breakdown of the approximate cost of my attendance:

Airfare: $XXX  
Hotel: $185 + tax per night (update if you are not staying in the conference hotel)  
Conference: $500 (update to $450 if you register on or before July 31!)  
**Total: $xxx**

Upon my return from the ACT Workforce Summit, I will share key takeaways, including what we can implement immediately to maximize our programs and impact our bottom line. I know we'll quickly recoup the investment you'll be making by approving this request. You can also learn more about the event at [www.act.org/workforcesummit](http://www.act.org/workforcesummit).

I’m truly excited about this opportunity and thank you for taking the time to review this request. I look forward to talking with you more about it!

Best,

[insert your name]