

Personalize this letter to formally request attendance at the Innovatix + Essensa National Meeting & Expo

(Name):

I am writing to request your approval to attend the [2018 Innovatix + Essensa National Meeting & Expo](#) in Chicago, Illinois from October 10–12.

The National Meeting & Expo, an event that is widely attended, will provide three days of learning, networking, and business development opportunities. I will have the opportunity to engage in knowledge-sharing activities, learn about the products and services offered through Innovatix and Essensa contracted suppliers, and be able to meet other attendees and presenters to learn what my peers at other leading organizations are doing.

All educational sessions, networking activities, keynote talks, and Exhibition Hall entry are included for conference attendees. The agenda will be packed from start to finish.

I plan to return with valuable strategies and best practices for elevating the performance of our organization. I would appreciate your consideration and look forward to receiving your approval to attend.

Sincerely,

(Name)