

**[Date]**

Dear **[Your Supervisor's Name]**;

In order for me to increase my knowledge in **[your area of expertise]**, I am requesting approval to attend the HR in Hospitality Conference on April 27<sup>th</sup>-April 29<sup>th</sup> in Miami, Florida. The event offers multiple informative plenary and breakout sessions targeting Human Resources and Law. A detailed schedule of the conference is available at <https://hrinhospitality.com/schedule/>.

This well-established conference brings together HR and legal experts and practitioners representing all aspects of human resources within the hospitality industry. Over 500 industry professionals will be in attendance, providing me the opportunity to network with and learn from industry leaders and innovators. These are valuable gains that I will bring back to **[your organization]**, enabling us to stay on the cutting-edge of HR and talent strategies, practices, and programming. I will have full access to session downloads (PowerPoint slides, legal papers, articles) which I can share with my colleagues at the conclusion of the event.

Some highlights of what this conference offers include:

- Keynote Speaker, Jonathan M. Tisch, Chairman and CEO of Lowes Hotels & Co.
- Targeted and plenary sessions covering recent industry trends and developments
- Over 60 speakers
- Networking opportunities
- Continuing Education credits

I am seeking sponsorship for the registration fee, travel expenses to the conference, and housing expenses during the conference. A detailed cost breakdown is included below.

- Roundtrip Airfare: **\$XXXX**
- Ground Transportation: **\$XXXX**
- Hotel (3 nights): **\$XXXX**
- Conference Fee: **\$XXXX**

There is a \$350.00 savings if I register before 2/28/20, and a \$250.00 savings if I register before 3/14/20. A further breakdown of the conference rates can be found at <https://hrinhospitality.com/registration/>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of **[your area of expertise]** makes my attendance at this year's HR in Hospitality Conference a wise investment, which will yield rich dividends for **[your organization]**. Thank you for consideration of this request.

Sincerely,

**[Your Name Here]**