

Sample letter:

To:

From:

Subject: Chicago Momentum Summits 2018 Proposal

I'm writing to ask for approval to attend Christian Music Broadcasters' Chicago Momentum Summits on April 26 – 27th.

On Thursday, April 26th, we'll learn about ways to impact and involve our listeners through Community Engagement and on Friday, April 27th, we will explore different facets of Social & Digital Media as they relate to radio.

These Momentum Summits offer intensive training interspersed with peer symposiums to generate an action plate. They provide on-site practical takeaways to apply at our station right away!

Here's an approximate breakdown of conference costs:

- Registration \$ _____ (Current rates & memberships at cmbonline.org)
- Hotel \$ _____ (\$159 / night+tax)
- Airfare \$ _____
- Transportation to/from Airport FREE (Via host hotel shuttle)
- Transportation to/from event Approx. \$13 one way via Uber
- Parking FREE
- Meals FREE (Dinner included at the Evening Events, breakfast included at the host hotel, and lunch/snack included at the Summits)

TOTAL \$ _____ (PRICELESS)

I'm thankful to be serving here and believe attending the Chicago Momentum Summits is a great opportunity for (your station). I truly feel like the value of this conference to me, our organization, and the future of this industry is an investment worth making!

Thank you for your consideration.

Sincerely,

(Your Name)