Sample letter:

To:

From:

Subject: Momentum 2018 Proposal

I'm writing to ask for approval to attend Christian Music Broadcasters' annual conference, *Momentum*, September 5 – 8th in Orlando, Florida. This is the premiere event where Christian music broadcasters from around the world converge under one roof to get equipped to be a better station. I really believe attending *Momentum* will be beneficial to (your station) both internally in how we operate and externally with how we serve our listeners.

Here's an approximate breakdown of conference costs:

• Registration	$ _____ (Current rates & memberships at cmbonline.org)
• Hotel	$ _____ ($179 / night+tax)
• Airfare	$ _____
• Transportation to/from Airport	Approx. $32 round trip
• Parking	FREE (For Momentum attendees staying onsite)
• Meals	FREE (Wed. dinner – Sat. breakfast, plus snacks)
• Session Recordings	FREE (Thanks to PLAY MPE)
TOTAL	$ _____ (PRICELESS)

In fact, it's also possible CMB might help with the expenses. Each year, CMB occasionally offers scholarships to attendees and their stations who cannot afford to go. If this meets your approval, I'll reach out to CMB and see if a scholarship is available to help cover the costs.

I'm thankful to be serving here and believe attending *Momentum* 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)