Hello NAME of LEADER,

Re: 2018 Talent Rising Summit

I’m writing to ask for approval to attend a talent acquisition conference, Cielo’s 2018 Talent Rising Summit, May 14 – 16, in Milwaukee, WI. The Summit is a continued education event; including best practice sessions, peer breakout tracks, and an environment where I can learn about the latest trends, technologies and methodologies from fellow talent acquisition leaders and Cielo, our RPO partner. At a total cost of about $**XXXX**, it's a very cost-effective way to ensure that we are getting the most from our Cielo partnership investment.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

In addition to learning sessions with Cielo clients, industry experts and influencer speakers, I will also have the opportunity to scheduled additional time with our Cielo team. The ability to meet face-to-face with our Cielo leaders to discuss results year-to-date, action-plan for the future and build our relationship is invaluable, and something that I can leverage across the projects I am championing this year.

**Here’s an approximate breakdown of the Summit value vs. costs:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Value** | **Cost** |
| Airfare | $ XXX | $ XXX |
| Transportation (round-trip taxi from airport to hotel) | $40 | $40 |
| Hotel (2 nights including taxes and fees) | $400 | Cost covered by Cielo, policy allowing |
| Meals while traveling (2 meals at $20) | $40 | $40 |
| Registration Fee Value\* | $2,000 | Complimentary as a current partner of Cielo |
| **Total** | **$XXXX** | **$XXX** |

\*Registration Fee Value includes all-session access, materials, 3 meals daily, and PowerPoint slides post-conference.

I can schedule a post-conference meeting to provide you with a summary of all the major takeaways and tips I learned to maximize our current investment with Cielo. I can also share relevant information with key leaders and hiring managers throughout our company.

Thank you for considering this request. I look forward to your reply.

Regards,

NAME