**REMOVE/REPLACE all bold, red text as indicated in the notes below.**

**[Date]**

Dear **[Supervisor’s Name]**,

I would like to attend the 2024 AACE International Conference & Expo, June 16-18, in Atlanta, Georgia, at the Signia by Hilton Altanta. The Conference & Expo will enable me to attend a number of technical sessions that are directly applicable to my work and will allow me to network with a variety of total cost management experts and colleagues from around the world. Many of the presentations are tailored to the **[insert your primary function here – example planning and scheduling professional]** and give information on how to **[insert benefits/lessons here, for example: reduce costs, increase estimate accuracy]**. I am seeking sponsorship for the registration fee, travel expenses to the Conference & Expo, and living expenses during the Conference & Expo. A detailed cost breakdown is included below.

After reviewing the Conference & Expo information provided on AACE’s website, I have identified numerous technical presentations which will allow me to gain knowledge and understanding about how we can improve our **[insert text here]** processes. The presentations are given by industry experts and total cost management colleagues who have faced similar challenges. Each presentation has undergone a rigorous peer-review of the accompanying technical paper. I chose each presentation because it directly relates to an issue we are currently facing. Getting the information, including accompanying technical paper **[and recorded sessions]** will greatly reduce the research time and costs that **[insert company/organization name]** would normally incur in researching the topics. Incidentally, I have only listed some of the sessions that I will attend. Including all of them would make this memo much too long. With registration, I get the recordings from all the technical sessions so that I can either re-watch something or get the presentation from a session I wasn’t able to attend because I was in one that I thought might be more appealing.

**[Insert a few of the technical sessions and descriptions which most apply to your responsibilities.]**

**[The numbers in the brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.]**

The full price for the Conference & Expo registration is **[$\_\_\_]**, but it can be reduced by $100 for registering by the early bird deadline of May 15 and an additional $100 for staying in the host hotel.

**[Insert your travel costs numbers here.]**

Here is a breakdown of the Conference & Expo costs:

* Roundtrip Airfare: $
* Transportation: **[include mileage, parking, taxi, etc.]** $
* Hotel: $
* Meals: $
* Conference & Expo Registration Fee: **[best rate is the early member with the hotel discount]**
* Conference & Expo Continuing Education Registration Fees: **[it is possible to take one seminar before and one seminar after the Conference & Expo]**

The total costs associated with attending the AACE International Conference & Expo are: **[$XXXX]**.

The opportunity for me to develop better contacts and gain knowledge in specific areas of **[your area of expertise]** makes my attendance at the AACE Conference & Expo a wise investment, which will yield rich dividends for **[insert company/organization name]**.

Sincerely,

**[Your Name Here]**