



Please customize to fit your needs.

Hello [Supervisor Name],

I would like to attend the IFA 2022 Annual Convention, February 26-March 1.

When it comes to finding forward-thinking ideas to create future success, there’s no better source than IFA Annual Convention, THE destination for leaders in the franchising community. I would like to ask for your support in attending so that I can experience the show for myself and put the knowledge I gain to work for the benefit of our company.

I have reviewed the [event website](#) and found many education sessions targeted to our business objectives. The speakers and fellow attendees at the convention will provide new information, ideas, and contacts to make me even more effective as your [INSERT TITLE]. Below are some that I think will be especially helpful in achieving our goal of <INSERT GOAL>.

INSERT SESSIONS

INSERT SESSIONS

The total cost for the conference is [INSERT COST] as a [member/nonmember] and I can save the company money on this fee by registering in advance. My registration includes four days of education sessions, general sessions, networking, and face-to-face time with other franchising professionals.

Roundtrip Airfare	<insert Roundtrip Airfare>
Transportation	<insert Ground Transportation>
Hotel	<insert Hotel>
Meals	<insert Meals>
Registration Fee	<insert Registration Fee>
Total Costs:	<insert Total>

This is an indispensable opportunity for me to continue my professional development by connecting with industry experts and colleagues who will share their experiences, best practices, and new trends in franchising. I will come back feeling re-energized, informed, and ready to put new ideas into practice that will benefit [company name]. The takeaways I will leave with will help strengthen our workplace and advance our organization.

Thank you for your consideration of this request.

Sincerely,

[Your name]