

Subject: CLCON 2019, a Communication and Leadership Conference in Norwood, MA.

Dear **Manager's Name**,

I am writing to respectfully request your consideration to have our organization sponsor my attendance to CLCON, a Communication and Leadership Conference hosted by District 31 Toastmasters, on May 17th - 19th, 2019 at the Four Points by Sheraton in Norwood, MA.

Toastmasters International is a non-profit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs. The organization's membership exceeds 357,000 in more than 16,600 clubs in 143 countries. Since 1924, Toastmasters International has helped people from diverse backgrounds become more confident speakers, communicators, and leaders.

District 31 Toastmasters comprises over 4000 members in about 200 clubs in Eastern Massachusetts and Rhode Island. It has over a decade of experience planning and executing high-value communication and leadership conferences in the region.

This conference will provide me with the opportunity to develop communication and leadership skills, resulting in greater personal growth and confidence. Attending this unique event with distinguished guest speakers, educational sessions, and networking opportunities is a one-of-a-kind opportunity to grow as a leader and communicator, and bring more value to our organization.

The fee to attend the entire weekend is \$259. This includes all activities Friday through Sunday.

This year, the keynote speaker is Joe Grondin, an acclaimed speaker, educator, and author. He has delivered powerful TED Talks and has been a World Championship of Public Speaking Finalist on multiple occasions. Conference attendees get the special opportunity of hearing his keynote address, participating in Joe's interactive workshop, and interacting with him as a fellow Toastmaster.

CLCON is focused on inspiring a growth mindset and fostering a commitment to personal development that attendees will undoubtedly benefit from. The breakout sessions are conducted by expert speakers, coaches, and area leaders. Many of these sessions will help to improve my individual communication and leadership skills, resulting in greater contributions to our organization's overall success.

To summarize, the benefits of attending CLCON 2019 include:

- Boosting effective communication
- Exploring leadership approaches
- Keynote speech from acclaimed public speaking expert
- Enhancing my strengths as a leader in our organization
- Opportunities to network with other leaders

Thank you for your consideration. Please let me know if you would like additional information.

Sincerely,

Employee Name