<**insert manager’s name** >,

I would like to attend the *SURGE 2019* conference, October 13-15, 2019 at the Chubb Conference Center in Lafayette Hill, PA. It is an indispensable three-day event for all dedicated business continuity professionals. With 25 Breakout sessions and keynote speakers, it offers prevailingly relevant and forward-thinking content. The four tracks for breakouts will be: Program Oversight, Risk Management, Business Continuity, and Crisis Management.

This event presents not only an opportunity to garner pertinent industry knowledge, but also to network with a diverse class of other business professionals. My attendance will expose me to varying perspectives and new ways of approaching business continuity and disaster recovery issues. In addition to industry sessions I will also learn how other professionals are using Assurance to gain organizational resilience.

These presentations clearly meet the immediate needs of <**insert your primary function here** > and will provide useful information on how to <**insert benefits/lessons here, e.g. ROI, program improvement, skill enhancements, development of tools/metrics, GRC, audit/compliance, etc.>.**

**The following is a breakdown of expenses:**

* **Registration Cost:**
* **Lodging:**
* **Airfare:**
* **Meals:**
* **Internet Access:**

After reviewing the conference lineup, I’ve selected several sessions that I feel will greatly enhance my proficiency and enrich our program and organization as a whole. I’m impressed with the level of quality and range of information provided by the conference’s subject-matter experts and industry leaders hailing from various backgrounds, industries, and mindsets.

Some of the topics I find particularly relevant to our organization include:

* **<insert relevant sessions>**

I am eager to attend the conference and return with valuable and actionable knowledge to execute immediate results. This opportunity to broaden my skillset and professional network makes my attendance at the *SURGE 2019* conference a worthy investment for <**name of your organization**>.  
  
Sincerely,

<**your name here**>