<**insert manager’s name** >,

I would like to attend the *SURGE 2018* conference, October 28-30, 2018 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: Assurance Knowledge, Industry Trends/Information, Information Technology/Disaster Recovery, and Workshops/Interactive Sessions.

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. For example, the conference is providing a session discussing how business continuity planners can work with local authorities for cohesive responses to disasters and emergencies.

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 2018* conference a worthy investment for <**name of your organization**>.

Sincerely,

<**your name here**>