Date – Month Day, Year

# Thrive Summit 2019

**May 21-23, 2019  • New Orleans, LA**

Dear \_\_\_\_NAME OF APPROVER\_\_\_\_\_\_\_\_\_\_\_,

I would like to request approval to attend Thrive Summit 2019 hosted by Virgin Pulse. This year’s Thrive Summit will be held May 21-23, in New Orleans. This conference offers two days of comprehensive topics related to employee wellbeing and engagement, including world renowned keynote speakers, industry insiders, fellow HR leaders, industry trends, product innovations, and networking opportunities. Being in attendance will bring critical value to my work as a JOB TITLE.

Thrive Summit 2019 will provide me with best practice ideas to use here at COMPANY NAME. With numerous sessions across different tracks and several featured client success stories, I am confident my attendance will maximize the value of our organization and provide insight into how and where we can grow on our wellbeing journey.

I am seeking sponsorship for the registration fee*,* travel and hotel expenses.

The breakdown of the conference costs are as follows:

* Registration Fee; $1495
* Hotel (2 nights): $438.00
* Room Rate (plus taxes and fees): $219.00 (exclusive of 13.45% hotel tax rate, $2 per night for hotel occupancy tax, 1.75% tourism assessment)
* Meals (breakfast and lunch is included in the fee)
* Additional cost to be covered by COMPANY NAME (Roundtrip airfare, transportation to and from airport and dinner costs)

In total, I have estimated my expenses to be approximately $XXX. I truly believe this will lead to greater long-term value in our wellbeing investment, as we continue to explore innovative ways to improve our strategy for employee wellbeing and engagement.

Thank you for your consideration of my request to attend Thrive Summit 2019. For more information on this event, please visit <http://thrivesummit.com>. I look forward to your decision.

Sincerely,

FULL NAME, job title

Department