



[Insert Date]

Dear [Immediate Supervisor/Manager],

I am requesting your approval and financial support to attend the 2024 MDRT Global Conference. My participation in this event will directly enhance my business, provide value and increase revenue for our organization. I will exchange ideas with MDRT members from around the world, learn new strategies, and discover new tools and solutions to increase production.

The 2024 MDRT Global Conference takes place August 27–30, in Dubai, UAE. Registration for the meeting includes four days of education and networking, exposing me to valuable business practices and the people critical to my ongoing success.

This investment will immediately impact my business. Upon my return, I will provide a summary of key takeaways and tactics I plan to utilize while I grow as a valuable team member within our organization. I am happy to share session handouts, notes and my experiences as well.

I appreciate your approval of this request and will ensure we obtain the full value of this extraordinary networking and business-building opportunity.

Registration for the event is USD 995 through June 25, 2024, at which time it will increase to USD 1,095 through July 30, 2024

Sincerely,

[Your Name]