



[Insert Date]

Dear [Immediate Supervisor/Manager],

I am requesting your approval and financial support to attend the 2025 MDRT Global Conference, August 24–27, 2025, in Macau, China. I am confident that my participation in this event will significantly benefit my business, providing me with essential tools and strategies to drive revenue growth within our organization.

With more than 75 speakers, as well as the opportunity to collaborate and network with MDRT members from around the globe, I will learn new strategies from visionary leaders and actively participate in sessions that provide solutions to increase production such as business processes, overcoming objections, prospecting, referrals, technology, wealth management, work-life balance and more.

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 will also be happy to share session handouts, notes and my experiences with colleagues.

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

Registration for the event is USD 995 from May 20, through July 8, 2025, at which time the fee will increase to USD 1,095 through August 12, 2025, and finally, it will increase to USD 1,195.

I appreciate your continued support.

Sincerely,

[Your Name]