Date

Dear (Supervisor Name),

The Association of Change Management Professionals (ACMP) is hosting their next in-person meeting, the Change Chicago, May 18-21, 2025. I firmly believe (name of organization) would benefit from my attendance at this event.

Change Chicago will enable me to connect with change management peers and leaders from across the globe and gain insight into innovative techniques to bring back to our organization. This event will provide me with in-person sessions, innovation lab, workshops for an additional fee, ample networking opportunities, sponsors and exhibitors offering products and services relevant to my role in change management.

This event is only 3 days long. The agenda content is relevant to my role as (job title). The session (title) will provide me insights (fill in details related to your role).

I am seeking sponsorship for the (registration fee, hotel, and travel expenses) during the conference. Conference registration fees vary dependent on date of purchase and membership type. You can find all the registration fees here.

As the (job title) at (organization) the opportunity to attend Change Chicago will help me to further develop my change management skillset which I can bring back to (organization). I look forward to speaking to you further about this.

Sincerely,

(Your Name)