Date

Dear (Supervisor Name),

The Association of Change Management Professionals (ACMP) is hosting their next virtual meeting, Global Connect 2024, June 11-13, 2024. I firmly believe (name of organization) would benefit from my attendance at this event.

The Global Connect conference will enable me to connect with change management peers and leaders from across the globe virtually and gain insight into innovative change techniques to bring back to our organization. This event will provide me with 50+ live and on-demand sessions, ample virtual networking opportunities, sponsors and exhibitors offering products and services relevant to my role in change management.

This conference is a 3-day long virtual conference, which will enable me to continue to work in tandem with participating in the conference.

I am seeking sponsorship for the (registration fee) during the conference. Conference registration fees vary dependent on date of purchase and membership type. You can find all the registration fees [[here.](https://changesandiego24.eventscribe.net/aaStatic.asp?SFP=UUdZUlFHQ1pAMTY3NjQ)](https://globalconnect2024.eventscribe.net/aaStatic.asp?SFP=WVBNWUxOSkxAMTc1NjBAUmVnaXN0cmF0aW9u)

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

Sincerely,

(Your Name)