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**World Credit Union Conference Attendance Proposal**

Dear XXX,

I am writing to ask for approval to attend the 2018 World Credit Union Conference, a global event for credit unions, 15−18 July, in Singapore. Because credit unions are continuously changing and evolving, it is more important than ever that I stay current in order to ensure the success of our industry. At the World Credit Union Conference, I can get the information I need from dozens of the world’s top industry professionals who will be sharing current trends, best practices, the latest strategies, case studies, new solutions, and more.

In particular, I think attending this conference would directly benefit these projects:

* [add project]
* [add project]
* [add project]

With over 20 sessions, pre-conference workshops and thousands of attendees, the World Credit Union Conference is the largest credit union conference around the world. You can learn more about the World Credit Union Conference on their [website](http://www.wcuc.org).

**Here’s an approximate breakdown of conference costs:**

Airfare: $ xxx

Hotel: $ xxx

Meals: $ xxx

Registration Fee: $ xxx

**Total: $ XXX**

For us to get the best return on investment from this conference, please keep in mind that ***the earlier I can register, the cheaper it will be.***I’ll give you a summary of what I learned including major takeaways, and new ideas and will share relevant information with key personnel throughout the company. As a participant, I will also have access to all the speaker presentation slides following the event that can also be shared and disseminated.

There’s also free Wi-Fi at the conference, so I’ll be checking email and will be available as needed.

Thank you for considering this request. I look forward to your reply.

Regards,