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Description automatically generated with medium confidence

To:

**Insert Name Here**

Title

Hi [ Insert first name],

I’d like to request your approval to attend this year’s Society of Actuaries (SOA) ImpACT Conference in Orlando, Florida from October 23–26. This is the first chance in almost three years to take advantage of the in-person experience.

I’ll get hands-on learning opportunities, endless moments to build my network and connect with peers. This is the perfect opportunity to reconnect with colleagues (perhaps meet some remote co-workers for the first time in person), advance my career, and bring knowledge gained back to our team.

Attending the **2022 SOA ImpACT Conference** will provide the opportunity to earn up to 21 CPD credits and significantly help me with these projects:

• [add project or initiative here]

• [add project or initiative here]

Here's an approximate breakdown of conference costs:

• Airfare: $XXX

• Round-trip transportation between airport and hotel: $XX

• Hotel: $256 per night (not including taxes)

• Full conference registration fee: $XX

• Total: $X,XXX

If given the chance to attend, I’ll be sure to share more information, including sessions I plan on joining. After the event, I’ll share a summary of major takeaways and best practices that I learned.

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

Regards,

(Insert Name/Signature Here)