Dear [Decision-maker],

I’d like to request approval to attend the 2019 IREM® Global Summit September 23rd through the 26th in San Francisco. I know it’s a big ask, but things move fast in real estate management, from technology to workplace safety to companion animals and how they impact the way we manage.

Here are the top three reasons my attendance at the Summit will help me become a better property manager, and a better employee:

**Expand My Knowledge** – When you take a look at the [schedule of events](https://www.irem.org/events/irem-global-summit/2019-irem-global-summit-schedule-of-events), you’ll see how the education sessions support my professional development. It includes sessions on managing active shooter events, embracing Proptech, the impact of technology on real estate management, and a session on CAM, tax, and insurance, which are all part of my day-to-day job.

**Leadership Development** – With the job market so tight, it’s important for us to hire the best employees and create an environment where they want to stay. The Summit has great sessions on employee engagement, maximizing employee performance, and empowering women in real estate, led by a woman who’s also a CPM@.

**Meet Our Colleagues –** From all I’ve read about the Summit on the IREM website and in JPM®, everyone who’s been says the greatest thing about going is meeting their colleagues from around the U.S. and from China, Canada, Japan, Korea, South Africa, and Brazil. Building relationships with them will give me, and you, a vast resource for resolving anything we face.

How much will this cost? Here’s a breakdown:

* Full IREM Member Registration: $875 by August 1, and $975 by September 1
* Airfare: Variable, but discounts are available. Visit the [IREM website](https://www.irem.org/events/irem-global-summit/2019-global-summit-hotel-and-travel) for details.
* Ground transportation from San Francisco International Airport: $9.65 by BART, $60 by taxi. Uber and Lyft are also options.
* Hotel (three nights at the Summit location, the Hilton San Francisco Square): $289 a night for single/double occupancy.

This is an opportunity for me to improve, develop, network, and make my attendance a smart investment. When I get back, I’m going to submit a summary of the event and share my learnings with our team here. I truly hope you consider how much we’ll both gain from the Summit, and I look forward to your decision.

Sincerely,

[Insert Signature]

[Insert Name]