<Insert date>

Dear <name>:

I am writing to request your support in attending the 2016 CREW Network Convention and Marketplace, October 19-22 in New York City. The annual CREW Network convention is one of the leading business networking events in commercial real estate and draws more than 1,000 attendees who represent all disciplines within our business. The diversity and strong expertise of fellow attendees will give me the opportunity to add key contacts to my business network and gain a wide range of market information, both of which will be beneficial to my work.

I will have the opportunity to hear from industry leaders and business strategists, as well as to spend time with attendees exchanging information about challenges and opportunities within our markets – information that will help our company identify future business opportunities. On a broader note, I’ll also have the chance to hear lessons of leadership from several expert speakers, including Mary Ann Tighe, Amy Cuddy, Sallie Krawcheck and Admiral William McRaven, who will deliver the keynote address.

After reviewing the convention schedule, I have identified a list of education sessions and learning excursions that I would like to attend. These sessions are led by industry experts and peers who are highly regarded practitioners and thought leaders in CRE. The format also provides for minimum time away from the office and maximum time in the classroom.

Below are a few of the sessions I would like to attend:

* <Insert session name here>
* <Insert session name here>
* <Insert session name here>
* <Insert session name here>

The registration fee for me to attend the 2016 CREW Network Convention and Marketplace is $920 USD if I register by September 9. My approximate travel and lodging costs would be $xxx.

As a member of CREW Network, I know this is a sound opportunity to enhance my market knowledge, keep my education current, and leverage my membership to build business contacts, all of which will strengthen the contributions I make to our company.

Thank you for your consideration!

Sincerely,

<your name>