Hello [Manager’s Name]:

#### *Leading Canada to Work – ACSESS’s 2018 conference and expo* is held from May 15 – 17, 2018 in Niagara Falls, Ontario. It is the only national conference and expo dedicated to Canada’s search, recruiting and staffing industry, and I would like to attend it this year.

#### Conference attendees include industry professionals who add value to their client relationships, make their companies more competitive and raise the industry’s professionalism. Like them, I want to advance my career and our business, and believe that attending this conference, known as #ACSESS2Work2018, will do just that.

Here are some ways going to ACSESS2Work2018 will empower me professionally and benefit our firm:

1. **Gain key insights and discover innovative solutions to improve our bottom line.** At ACSESS2Work2018, renowned speakers and staffing industry experts will present 11 professional development keynote presentations and timely panel discussions with practical content. Not only will I be developing myself professionally, I will apply what I learn to grow our firm’s revenue and share the insight with my colleagues. I’m particularly interested in the [insert session/keynote title] presented by [insert speaker’s name or panelists’ names]. See the program overview for session descriptions at: <http://conference2018.acsess.org/program/program>.
2. **Distinguish myself and our firm from our competitors.** Through this conference’s panels, I’ll learn about the impact of new and evolving legislation, the challenges legalized cannabis will pose in the workplace and how to leverage the innovation disrupting our industry. These up-to-date insights will enable me to mitigate risks, protect and optimize our business. I want to be proactive and help keep our firm ahead of the competition.
3. **Forge strategic business connections**. At #ACSESS2Work2018, I’ll be able to develop beneficial relationships and connect with longtime colleagues to share best practices. ACSESS2Work is where Canada’s staffing industry executives, professionals and innovators go to sharpen their competitive edge and make valuable connections.
4. **Discover new workforce solutions for our business.** **#ACSESS2Work2018** features 19 exhibitors with a range of financial to tech-enabled solutions. I’ll explore the latest products and services that may help our firm enhance its efficiencies. I’m particularly interested in getting answers from *[insert exhibitor]* about *[insert technology/financial or other challenge.]* See exhibitors at <http://conference2018.acsess.org/exhibit/current-exhibitors>

The projected cost for me to attend **#ACSESS2Work2018** is *[insert cost from worksheet].* If our firm is an ACSESS member, we’ll get a discount.

For more information on the conference and how to register, visit [**http://conference2018.acsess.org/**](http://conference2018.acsess.org/)

I hope you will consider my request and grant me approval to attend #ACSESS2Work2018.

Thank you for your consideration.

Sincerely,  
[Your Name]