[Date]

Dear [insert manager or director’s name],

I would like to attend the ICBA LEAD FWD Summit in Fort Worth, Texas, Sept. 12-13. My attendance is crucial to my career development and the future of [insert your bank name] as well!

The LEAD FWD Summit is an industry-defining event for mid-to-senior level community bankers. My attendance will give me a deeper understanding of our industry, I will learn how to incorporate today’s trends into our own practices, and I will work with community bankers who are not our direct competitors to hear more about their strategies which provides a phenomenal learning opportunity, and invaluable information for our bank.

My projected costs for attending the LEAD FWD Summit are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals. This estimate assumes that I register by [insert deadline], to receive the best pricing.

Following the Summit, I will provide an overview of lessons learned and actionable takeaways for our team so that we can work together to lead the department and [insert organization name] forward.

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

Thank you for your consideration.

Sincerely,

[Your Name]