Dear <Manager’s Name>,

I am very interested in attending the **Missouri Valley Regional Conference (MVRC)**, the 2019 SMPS regional conference, April 3-5, 2019, in Kansas City, Missouri. **SMPS is the only organization dedicated to creating business opportunities in the A/E/C industries.**

MVRC will be an amazing place to network. The conference will give me a chance to build critical relationships and contacts among A/E/C marketers, business development professionals, and leaders expected to attend from around the region.

The educational programs offer a variety of learning opportunities. **Here is a short list of the sessions I’d like to attend:**

<session names here as bullets>

Upon my return, I’m happy to put together a presentation for everyone on the team to share what I learned. Registration for the conference costs $500, with a lower rate available through January 31.

I believe attending this conference can help build my skills even more as a <your role> and help <firm name> build profitable business in the year ahead.

If you would like to take a look at the program, please visit <mvrc2019.smpskc.org> to review the schedule and sessions.

Thank you for your consideration,

<Your name here>