

Dear [Insert Manager/Supervisor's name],

I would like to attend The HRSouthwest Conference (HRSWC), October 14 – 17, in Ft. Worth, Texas. I will participate in business-focused education and networking that will support me personally and professionally and will also support the [Company Name]'s future business objectives.

The HRSWC is one of the largest regional educational and networking events for the human resource profession. The event hosts more than 2000 industry professionals engaged over three days to hear exceptional keynote speakers explore the nature of HR's strategic role, learn about the challenges and opportunities facing the future of HR and to discover new solutions that can be applied to what we are working on here at [Company name] today.

I can earn recertification credit hours with HRCI and SHRM. With more than 100 educational sessions to choose from, I'm confident that upon my return to the office, I can share many of the new ideas and key take-aways with the team to help grow our success.

[If you would like to list the sessions you plan to attend, visit [hrsouthwest.com/sessions](http://hrsouthwest.com/sessions) and provide a list here. A list of sessions will not be available until July 2018]

- 1.
- 2.

In addition to education and captivating keynote addresses, the HRSWC hosts a dynamic Marketplace with more than 150 sponsors and exhibitors armed with solutions and services which could benefit our organization and our employees.

[If you would like to list the exhibitors you plan to meet with onsite, visit [hrsouthwest.com/directory](http://hrsouthwest.com/directory) for the exhibitor listing and provide a list here. Exhibitors sign up daily to participate so check back often to update your list]

- 1.
- 2.

Below is an estimated cost summary to attend the HRSWC:

<b>Registration</b>	\$ _____	
Includes: Lunches, breaks and networking events		
<b>Pre-conference workshops</b>	\$ _____	
Full day and ½ day class pricing applies		
<b>Hotel</b>	\$ _____	x nights
Rates dependent on hotel choice (\$164 - \$200 single occupancy)		
<b>Car Rental</b>	\$ _____	
<b>Incidentals</b>	\$ _____	
<b>TOTAL ESTIMATED COST</b>	\$ _____	

The earlier I register, the more cost effective it will be - I'll be able to take advantage of early registration rates and discounted hotel rooms in the conference block.

I encourage you to read more about The HRSouthwest Conference at [hrsouthwest.com](http://hrsouthwest.com). Perhaps you'd like to join me for this can't-miss event. Thank you for your consideration.