Dear *[Employer/Supervisor]*,

I am writing to ask for your support and request partial or total sponsorship of my attendance at IFMA’s World Workplace 2015 Conference & Expo, held Oct. 7-9, in Denver, Colorado.

Hosted by the International Facility Management Association, World Workplace is the most highly regarded and all-encompassing educational event for my profession. The conference addresses real-world challenges that facility managers face every day — from project and risk management, to sustainability, strategic planning and operational efficiency.

Continuing education in my field is of great benefit, both to me and our organization. Keeping up with cutting-edge best practices and industry trends helps me minimize risks, heighten performance, put an end to ongoing setbacks, and ensure that we stay competitive.

The three-day event features educational sessions led by facility management and business experts, educators from the world’s top universities, best-selling authors and workplace innovators. Sessions are categorized by subject matter and level of experience, allowing me to customize a program relevant to my job responsibilities and our facility concerns.

Sessions focus on practical application, not theory. I can return to the office with problem-solving solutions; tactics we can apply immediately; and realistic strategies and action plans geared toward saving time and money.

Networking with other facility professionals would allow me to learn what’s being done in facilities similar to ours. I can compare practices; gain field-tested strategies for heightening facility performance; benefit from lessons learned; and build a valuable contact list of colleagues to call on for advice.

The conference features a two-day expo, which can help me make more informed buying decisions on behalf of our organization. I can see hundreds of products and services; connect with reputable vendors; and see demonstrations of their solutions in action.

*[IFMA members insert this paragraph:]*

Full Event early-bird registration for IFMA members is $785 — a savings of $290 off the nonmember price, which is a significant benefit of my membership. Full Event PLUS registration is $904 — also $290 less than the nonmember price and includes my Continuing Education Unit fee and a behind-the-scenes facility tour.

*[Nonmembers insert this paragraph:]*

Nonmember early-bird Full Event registration is $1,075. Full Event PLUS registration is $1,194, and includes my Continuing Education Unit fee and a behind-the-scenes facility tour. Both options include one year of IFMA and local chapter membership — a significant value and an incredible opportunity to continue benefitting from the best resources for my profession.

I would greatly appreciate your sponsorship, covering my registration and hotel/travel expenses. May we discuss the benefits of my attendance and the associated costs at your convenience? If you would like to learn more about the conference, please visit worldworkplace.org.

Thank you for your time and consideration.

Sincerely,