<Date>

Dear <Employer/Supervisor Name>,

I am writing to request financial support to attend IFMA’s World Workplace 2014 Conference & Expo, held Sept. 17-19, in New Orleans, Louisiana.

IFMA’s World Workplace is an all-encompassing professional learning and networking event focused on best practices in facility management. Hosted by the International Facility Management Association, the largest and most respected association for facility professionals, World Workplace addresses specific needs and challenges that facility managers face every day.

The educational program features more than 100 sessions categorized by subject matter and level of experience, which would allow me to customize a learning agenda directly applicable to my responsibilities. I can also select sessions that address issues we’re currently dealing with in our <facility/facilities>, and gain expert advice on implementing or improving workplace programs.

Attending World Workplace is a valuable opportunity for me to broaden my knowledge in the areas of sustainability, project management, <add 1-2 topic areas specific to your individual or organizational goals>, emergency preparedness and risk management, strategic facility planning and operational efficiency.

Investing in continuing education from a resource as reputable as IFMA is beneficial both to me and our organization. By keeping up with industry trends and standards, new technologies and cutting-edge best practices, I can ensure that our organization stays competitive; and you’re assured that our <facility is/facilities are> being managed by an informed and prepared professional.

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

I can also see hundreds of products and services in one place, at one time at the World Workplace expo. I can connect with reputable vendors, see demonstrations of their solutions in action and make more informed buying decisions on behalf of our organization.

<**IFMA Members:** use this paragraph>

As an IFMA member, I save US$260 off the nonmember price, a significant benefit of my membership. If I register by July 10, I can save US$100 off the full event price. The cost of this conference is comparable to the quality of the content, speakers and professional development experience. World Workplace is so comprehensive, I only need to attend this single event to stay current.

<**Nonmembers:** use this paragraph>

The nonmember registration fee includes one year of IFMA and local IFMA chapter membership. This is a significant value and an incredible opportunity to benefit from educational and informational resources through the foremost organization for my profession.

I would greatly appreciate your sponsorship, covering my registration fee and hotel/travel expenses. I would be happy to discuss the benefits of my attendance and the associated costs at your convenience. I can also provide you with a sample learning agenda. If you would like to learn more about the conference, please visit www.worldworkplace.org. Thank you for your time and consideration.

Sincerely,

<Signature>

<Name>

<Title>

<Contact Info>