

**Subject: Request to attend CCA's 2017 Annual Convention**

Dear [Supervisor's Name],

I would like to attend Competitive Carriers Association's (CCA) Annual Convention (Convention) held in Fort Worth, TX, October 25-27, 2017. CCA's Convention is the premier event for the competitive mobile industry and is dedicated to showcasing the diversity of the North American wireless sector and the innovative technologies driven by mobile carriers of all sizes. The event attracts carriers, vendors and industry stakeholders and provides numerous opportunities for networking, conducting business meetings, viewing the latest technologies and attending educational sessions on a variety of industry topics. I strongly believe my attendance will be beneficial for our organization and will create further opportunities to promote our business throughout the industry.

I have three primary objectives when attending CCA's Convention:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I will meet these objectives by:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I plan to meet with the following companies to build business connections:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The estimated expense report for my attendance:

**Registration** = \$ \_\_\_\_\_

**Flight** = \$ \_\_\_\_\_

**Hotel** = \$ \_\_\_\_\_

**Meals** = \$ \_\_\_\_\_

**Other** = \$ \_\_\_\_\_

I believe that attending CCA's Convention will not only increase our business partners and our name exposure but also better our marketing strategies to help us prepare for the future. I hope you will consider my request.

Sincerely,

\_\_\_\_\_