Dear [Immediate Supervisor],

The Independent Insurance Agents of Virginia’s Young Agents Conference is the prime event in the industry for professional development of young insurance professionals. I believe my participation is critical to bringing new ideas and approaches to [name of agency], and I request your approval to attend.

The conference will take place October 11-13, 2017 at the Norfolk Waterside Marriott Hotel and Convention Center in Norfolk, Virginia. I’ll be among 70+ other industry young agents and company representatives gathered to learn from true experts. This event gives me a great opportunity to gain new perspective and strategies for bringing visibility and identity to our organization. **Registration includes 6 hours of interactive education, tradeshow with valuable vendors, Annual Awards Dinner, cornhole tournament, and connecting with others in the industry.**

**The first session I will attend is called, “The Independent Agent Survival Kit” Session. The following are the learning outcomes that will benefit me and our team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**The following are the questions I intend to ask the presenter, Chris Langille:**

**1.**

**2.**

**3.**

**The second session I will attend is called, “Growing Your Independent Agency Through Niche Development” Session. The following are the learning outcomes that will benefit me and our team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**The following are the questions I intend to ask the presenter, Erin Nutting:**

**1.**

**2.**

**3.**

Here are my projected costs for attending The IIAV Young Agents Conference:

|  |  |
| --- | --- |
| Registration Fee | $125 (before Aug. 31st) $140 (Sept. 1st- Oct.10th) |
| Hotel | $115 |
| Miscellaneous (travel/meals) |  |
| Approximate Total: |  |

I would welcome the opportunity to meet and discuss any objectives you may have for me and my time at this event. I also would like to meet with you upon my return to discuss key takeaways, tips, and recommended actions to better myself and our agency. Additionally, I’ll pass along relevant information to key colleagues. Thank you for considering this request. I look forward to your reply.

Regards,