

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

I would like to attend the 2025 ESCA Rising Leaders Summit, which will take place in Dallas, Texas from February 4 - 5. This summit is a valuable opportunity designed by and for our industry, with a specific focus on equipping young professionals and rising leaders with the tools and knowledge needed to be successful in our field.

Given the learning curve in our industry, attending this summit will provide me with an opportunity to expand my expertise and connect with both peers and industry leaders. The event’s one-and-a-half-day agenda is packed with leadership development sessions and industry workshops aimed at enhancing my skill set. The networking opportunities offered will help me establish long-lasting professional relationships, fostering both my personal growth and our company’s success.

I am seeking approval for the associated costs to attend including, registration fees, travel expenses, and hotel accommodations. Below is a detailed cost breakdown:

|  |  |
| --- | --- |
| Registration Fee  | $ |
| Hotel | $ |
| Airfare | $ |
| Transportation | $ |
| Other (Meals, Per Diem, Etc.) | $ |
| Total Cost of ESCA Rising Leaders Summit | $ |

I am confident that attending the 2025 ESCA Rising Leaders Summit will not only contribute to my professional development but also enhance our team’s capabilities. Upon returning, I will provide a report on how I plan to implement the new knowledge and connections to support our company.

Thank you for considering my request. I am looking forward to the possibility of attending this summit and deepening my industry knowledge.

**Sincerely,**