



[GREETING]

As part of my commitment to enhancing the value I bring to [COMPANY] as a bid and proposal professional, I would like to attend an exceptional professional development and networking conference here in the Midwest.

APMP GMC is sponsoring its 2026 GMC Symposium from August 5-6 in Milwaukee, Wisconsin. This event offers three days of educational sessions and networking events, including several topics that directly pertain to my role:

[indicate 5-10 sessions/activities that relate to your role]

Attending these seminars in one place will save time and effort it would take to research each strategies and best practices independently.

In addition to bringing back fresh ideas and concepts from industry experts, I will also expand my professional network which can benefit project outcomes and potentially provide a source of great talent to recommend as our team continues to grow and evolve.

I am happy to provide a report after the event, to illustrate takeaways and experiences gained from the conference.

My time away would be from [leave date] – [return date].

The approximate cost for travel and registration is [round to the nearest hundred dollars, and don't underestimate!].

Attending this conference is a rare opportunity for me to meet and learn from people who do exactly what I do, and I would immediately apply what I learn to my current projects.

I appreciate your considering this investment.

[CLOSING]