(Fill out the **To/From/Dear** below and send to your manager)

To:

From:

Subject: Attending Toastmasters 2023 International Convention

Dear ( ),

Will you support my participation in a global learning experience? I’d like the opportunity to improve my communication/presentation skills and more by attending Toastmasters 2023 International Convention, to be held in Nassau, Bahamas from **Wednesday, August 16 through Saturday, August 19.**

With nearly a 100-year history, Toastmasters is the world leader in public speaking and communication—a nonprofit organization dedicated to empowering individuals with communication and leadership skills; there are currently more than 280,000 members in more than 14,700 clubs across 144 countries.

Here are a few ways I believe this convention will help empower me:

* I’ll learn from inspirational talks and interactive sessions, all with themes that will enhance my career, including **public speaking, leadership, and professional development**.
* I’ll have the opportunity to network with like-minded **professionals** **and speakers from around the globe** at the show and through three networking lunches and a celebration dinner**.**
* I’ll feel a sense of global community and camaraderie through the highly anticipated convention kickoff, featuring a **parade of flags ceremony**.
* I’ll be inspired by the thrill and competition of the **World Championship of Public Speaking®,** watching as eight finalists compete for the top speaking honor of World Champion.

Will you allow me to explore a sea of learning possibilities through this international convention?

There is a reduced registration cost (early-bird discount) if I register by July 12; **The cost is $725 USD through July 12 and $775 USD from July 13–August 11.**

This is the approximate cost of other expenses (in USD):

|  |  |
| --- | --- |
| Airfare: | $ |
| Transportation: | $ |
| Hotel: | $ |
| Networking lunches: | $ |
| President’s Celebration(last night’s dinner and dancing): | $ |
| Other meals: | $ |
| Total Cost | $ |
| Other meals: | $ |

You can learn more about Toastmasters at [toastmasters.org](http://www.toastmasters.org)

Check out the Toastmasters 2023 International Convention at [toastmasters.org/Convention](http://www.toastmasters.org/Convention)