Dear <manager’s name>

Meetings and events provides a tremendous opportunity to support our organization’s strategic business plan and showcase our brand. To do this more effectively, I would like to request funding of $369 for membership to Meeting Professionals International (MPI).

MPI is the world’s largest meeting and event industry association dedicated to providing members with relevant education, and access to the best resources to support meetings and events.

Membership in Meeting Professionals International will allow me to:

* Receive industry leading professional development
* Network with other meeting professionals from around the world
* Have access to best in class speakers and leading industry suppliers and resources
* Gain insight into the key trends and hot button issues facing the meeting and event industry to help me be strategic in building more effective plans and budgets

The return for your investment will be a highly skilled, meeting and event professional, current on the latest trends and issues, and equipped to effectively plan and deliver meetings and events in support of our organization’s strategic business plan.

Thank you for reviewing my funding request for membership to MPI. I look forward to continuing to improve my professional skill set and knowledge base

Regards,