

ACMP Change Management 2019: Registration Request Approval

To:

From:

Re: **ACMP Change Management 2019: Conference Registration Request**

The Association of Change Management Professionals (ACMP) is the leading resource for access to change management education, information and networking. I am requesting your approval to attend Change Management 2019, ACMP's Annual Conference in Orlando, Fla. April 28 to May 1.

This Conference is a premier, industry event because topics are hyper-focused on the latest industry insight and relevant for my career needs. Attending Change Management 2019 will help me discover creative solutions my fellow change managers have found helpful, stay current on innovative methods and tools and network with experienced colleagues and solution providers. In addition, the duration and location of the Conference makes travel more convenient.

Discovering the trends, best practices and case studies will allow me to get a better picture of where the industry is headed, so I can do my job at [insert company name] more effectively and take our programs to the next level for 2019 and beyond.

Attending this Conference will particularly help me achieve objectives faster in the following projects:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

The cost is [INSERT COST] for a limited time, which will include Conference registration costs as well as nearly all meals and networking events. In addition, it will also include access to all Keynote Speakers, Session Speakers and more. The earlier I can register, the less expensive it will be. I can also submit a post-Conference report including an event summary, major takeaways, tips, etc. that can be immediately applied to current or upcoming projects.

Lastly, attending Change Management 2019 will allow me to expand my professional education toward [OBTAINING/RENEWING] the Certified Change Management Professional (CCMP) credential. This accreditation will support validating my experience and expertise within the change management discipline while also adding credibility to our [GROUP/DEPARTMENT/ROLE] and supporting the overall value of our company.

Thank you for considering this request.

Regards,

#ACMP2019