

Dear [Boss' Name],

I am requesting your approval to attend the **2018 LIMRA LOMA Latin American Conference** this 31 October – 1 November in New York City. I believe the agenda topics of innovation, technology, and digital transformation are very much in line with areas that we are interested in staying competitive in, and I think this would be a great opportunity to receive research, best practices, and tactical advice from global industry experts. I am also excited about the valuable networking opportunities and abundance of solutions that will be on display, and hope you will agree that it would be worthwhile for me (and, in turn, be of benefit to our entire department).

As a conference attendee, I will have access to two days of sessions, panel discussions, and networking opportunities, as well as copies of the presentations to refer back to after returning home. All of the presentations will encompass the theme of “**Strategic Transformation: Changing Perspectives to Generate Growth**” and include information on:

- The Broker of the Future
- The Customer Experience
- IFRS17
- Talent Management
- Catastrophic Insurance
- Future Interest Rate Outlooks
- Behavioral Economics
- Digital Transformations
- Underwriting Developments
- Microinsurance
- Online and Offline Learning
- And more!

The registration fee is US\$995 for LIMRA LOMA members (or US\$1,490 for nonmembers) if I register before 1 October, and additional travel expenses would be approximately \_\_\_\_\_, based on the following expense breakdown:

Airfare	_____
Transportation	_____
Hotel	_____
Meals	_____

I would be happy to write a post-conference report detailing what I learned and will be sure to share those insights across our team and organization.

Please feel free to let me know if you have any questions or require more details before making a decision on whether to approve this request. I feel strongly that attending this event can benefit our entire department, and am hopeful you will agree!

Thank you for your consideration.

[Your Name]

PS: You can visit <http://www.limra.com/LACONF/> to see why it is worth the investment!