**To:** [Supervisor's Name]

**From:** [Your Name, Title]

**Subject:** 2018 WELCOA Summit Sponsorship

**Date:** August 15-17, 2018

**Location:** Manchester Grand Hyatt, 1 Market Pl, San Diego, CA 92101  
  
Dear [Supervisor's Full Name],

Thank you for consideration of my attendance at the 2018 Summit hosted by The Wellness Council of America (WELCOA). WELCOA is hosting their Summit at the Manchester Grand Hyatt in San Diego, CA from August 15th-17th, 2018.

**About the Summit**

The WELCOA Summit brings together hundreds of health promotion experts representing some of the most innovative companies across the country to discuss and develop best practices for corporate wellness initiatives. I will collaborate with other innovative wellness professionals and grow my skillset. In addition, attendance at the Summit will automatically result in receipt of a WELCOA Certification. I will learn from industry leaders who are developing new ways to help people thrive, other practitioners who have developed successful programs, and researchers who will demonstrate the total value of employee wellness. My attendance at this conference will provide invaluable support to our worksite wellness initiatives at [COMPANY NAME].

My request for sponsorship includes the following expenses for registration*,* travel and hotel:

* Select of the following:
  + Non-Member Registration Fee: $995.00
  + Member Registration Fee: $895.50
* Round-trip economy-class flight for [$XXX.XX]
* Hotel room at conference venue for 3 days for [$229/night + tax]*\*when you mention WELCOA Summit*
* Per Diem [$XX.XX/day]
* Additional travel expenses reimbursement including shuttle or taxi service to and from airport up to[$XX.XX]

Thank you for your consideration of my request to attend the WELCOA Annual Training Summit. I look forward to your decision.

Kind regards,

[Your Name, Title, Department]