

Dear [Decision Maker Name]:

I am writing to request your approval to attend MISTI’s SuperStrategies 2018 Conference & Expo in Las Vegas, NV on November 6-8, 2018. For nearly 30 years, SuperStrategies has been the industry event for senior audit executives seeking innovative and management-oriented learning. Attending SuperStrategies will provide me with expert perspectives and insights into emerging business issues and successful strategies to help align our company’s audit plans to key business objectives.

Agenda highlights for the 2018 program includes:

- Best practices for transforming internal audit into a value-added business partner
- Advanced examples of how to develop an integrated technology auditing approach
- Insights into emerging cybersecurity risks and how to address them
- Practical steps for building a dedicated internal audit data analytics team
- Expert guidance for understanding audit’s responsibilities within GDPR

Please take a moment to review the program on their website: <https://superstrategies.misti.com/>

The approximate costs for my attendance:

Flight	\$XXX.XX
Transportation (ground transportation to/from hotel)	Approximately \$10-\$15 each way using UberX
Hotel	\$135 per night x [# of nights]
Meals	Breakfast and lunch included each day
Conference/Training pass	\$1,895

This conference pass rate is based off me registering before the early bird cutoff date of September 9th. SuperStrategies will be co-located with MISTI’s AuditWorld conference, which helps prepare internal auditors for the future. There is an additional cost to attend sessions from both programs.

Following the conference, I will submit a summary of the most important guidance I learned at the event, and share conference materials with teammates so that we can implement new ideas and solutions that will better align our department with [Company Name]’s key business objectives.

I appreciate your consideration, and would be happy to answer any further questions you might have.

Sincerely,

[Your Name]