

Dear (NAME),

I'm writing to request approval to attend the Michigan Economic Developers Association's (MEDA's) Fall Conference on October 9th in Traverse City.

Here are some compelling reasons for me to attend:

- **Strategic Insights:** The agenda includes sessions with the latest from the Economic Development Administration (EDA) and the Michigan Economic Development Corporation (MEDC). As these organizations provide key economic development resources, we'll be able to plan our strategies for current and upcoming projects.
- **Comprehensive Learning from Proven Leaders:** The conference has five sessions with speakers who are respected and accomplished leaders in their specialties, so I will learn from real examples and get insight into trends to keep our strategies fresh.
- **Networking Opportunities:** I'll be able to connect with economic development professionals and partners from around the state to exchange ideas and share experiences, which could fill gaps in my knowledge.
- **Active Discussion:** I'll get to participate in active discussions with panels that address current challenges and emerging trends in economic development.
- **Traverse City's Story:** In addition to the main conference program, the mayor is on the agenda, and attendees are encouraged to visit the city so we can learn from a successful community with businesses of all types and sizes.

By attending MEDA's 2026 Fall Conference, I will gain cutting-edge knowledge and skills that will enhance my ability to contribute to our organization's success. The insights and connections I make will support my professional growth and provide actionable takeaways to improve our projects and initiatives.

Registration covers all sessions, breakfast, and lunch, as well as a networking event the evening of October 8th.

You can find more information about MEDA's Fall Conference at <https://members.medaweb.org/ap/Events/Register/lzFnedVcjC5Cw>. Please let me know if you have any questions. Thank you for considering this request. I look forward to your response.

Best regards,
(Your Name)
(Your Job Title)