

**Subject: Request to attend CCA's 2018 Mobile Carriers Show**

Dear [Supervisor's Name],

I would like to attend Competitive Carriers Association's (CCA) 2018 Mobile Carriers Show held in Las Vegas, NV, March 28-30, 2018. MCS 2018 is the premier event for the competitive mobile industry and is dedicated to showcasing the diversity of the North American wireless sector and the innovative technologies driven by mobile carriers of all sizes. The event attracts carriers, vendors and industry stakeholders and provides numerous opportunities for networking, conducting business meetings, viewing the latest technologies and attending educational sessions on a variety of industry topics. I strongly believe my attendance will be beneficial for our organization and will create further opportunities to promote our business throughout the industry.

I have three primary objectives when attending CCA's 2018 Mobile Carriers Show:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I will meet these objectives by:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I plan to meet with the following companies to build business connections:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The estimated expense report for my attendance:

**Registration** = \$ \_\_\_\_\_

**Flight** = \$ \_\_\_\_\_

**Hotel** = \$ \_\_\_\_\_

**Meals** = \$ \_\_\_\_\_

**Other** = \$ \_\_\_\_\_

I believe that attending CCA's Mobile Carriers Show will not only increase our business partners and our name exposure but also better our marketing strategies to help us prepare for the future. I hope you will consider my request.

Sincerely,

\_\_\_\_\_