

We understand that demonstrating the professional value of the CGP Conference to your leadership may require additional support.

To facilitate your approval process, we've provided a customizable template letter highlighting the strategic benefits of attendance, organizational alignment and best practices.

Personalize the template with your specific organizational needs and objectives before submitting it to your supervisor or management team for consideration.

Subject Line: Attending CGP Conference 2026

Hi [NAME],

I'm writing to request approval to attend CGP Conference 2026, the premier event for gift planners, held October 14-16, 2025 in New Orleans, Louisiana. [If you are a current CGP member: I have been a CGP member since XX and use XYZ resources.]

With our organization's mission to furthering our commitment to gift planning, attending this conference will allow me to fully immerse myself in the latest planned giving and philanthropy trends, strategies and best practices. I'll have the opportunity to connect and learn with professionals from across the country, building valuable relationships to benefit our organization.

The conference offers specialized education where I can gain insights into advanced charitable planning strategies, donor communications, and legal and regulatory updates. This knowledge will help us maximize our development efforts and increase our ROI in planned giving programs.

I'd like to focus on finding solutions or new information that could benefit these projects:

[add project or initiative]

[add project or initiative]

[add project or initiative]

Attending the conference would also provide the opportunity to interact with industry experts, including legal and financial advisors, experienced gift planners, and representatives from key institutions in the planned giving community. These connections would help us strengthen our planned giving program and learn more about how to effectively implement new strategies.

Here's an approximate breakdown of the conference costs:

Airfare: \$X

Transportation: \$30 approx.

Hotel: \$X

OPTIONAL: \$(-\$ X)

Registration Fee: \$X
Total: \$X

After the event, I'll submit an executive summary report with key industry takeaways, best practices, and a set of recommendations we can use to help our team.

Thank you for considering this request. Please let me know if I have sign off to attend this valuable event, as the earlier I make my travel arrangements, the more cost friendly they will be!

I look forward to your reply.

Thank you,

[NAME]