(Fill out the **To/From/Dear and approximate travel costs** below, then delete this line and send the completed letter to your manager!)

To:

From:

Subject: Attending Toastmasters 2025 International Convention

Dear ( ),

Will you support my participation in a global learning experience? I’d like the opportunity to improve my communication/presentation skills and more by attending Toastmasters 2025 International Convention, to be held in Philadelphia, Pennsylvania, United States, from **Wednesday, August 20 through Saturday, August 23.**

Toastmasters is the world leader in public speaking and communication—a nonprofit organization dedicated to empowering individuals with communication and leadership skills; there are currently more than 270,000 members in more than 14,000 clubs across 150 countries.

Here are a few ways I believe this convention will help empower me:

* I’ll learn from inspirational talks and workshops that will enhance my career, with themes of **public speaking/communication, leadership, and professional development**.
* I’ll have the opportunity to network with like-minded **professionals** **and speakers from around the globe** at the show and through three networking lunches and a celebration dinner**.**
* I’ll feel a sense of global community and camaraderie through the highly anticipated convention kickoff, featuring a **parade of flags ceremony**.
* I’ll be inspired by the thrill and competition of the **World Championship of Public Speaking®,** watching as eight finalists compete for the top speaking honor of World Champion.

Will you allow me to **network with global visionaries and gain confidence and communication skills** by attending this international convention?

There is a reduced registration cost (early-bird discount) if I act quickly; **The cost is $725 USD through April 9 and will increase to $775 USD from April 10–July 16. The registration cost will jump to $825 USD from July 17–August 15.**

This is the approximate cost of other expenses (in USD):

|  |  |
| --- | --- |
| Airfare: | $ |
| Transportation: | $ |
| Hotel: | $ |
| Networking lunches: | $ |
| President’s Celebration(last night’s dinner and dancing): | $ |
| Other meals: | $ |
| Total Cost | $ |
| Other meals: | $ |

You can learn more about Toastmasters at [toastmasters.org](http://www.toastmasters.org)

Check out the Toastmasters 2025 International Convention at [toastmasters.org/Convention](http://www.toastmasters.org/Convention)