Date

Dear [Name],

I am writing to request approval to attend the CAS Annual Meeting in [Location] from [Dates]. This meeting is a premier event for professionals in the Property and Casualty (P&C) insurance industry, featuring the latest industry updates in pricing, reserving and critical current topics.

**Key Benefits for Our Organization:**

1. **Professional Development:** The meeting includes expert panels and interactive sessions that will enhance my skills and knowledge, directly contributing to my performance and the value I bring to our team.
2. **Networking:** With a diverse attendance of industry leaders and professionals, this event provides a unique platform to build relationships, share best practices, and explore new opportunities for collaboration.
3. **Continuing Education:** I will have the opportunity to earn up to 18.6 continuing education credits, ensuring that my professional credentials remain up-to-date and relevant.

**Planned Sessions:**

To ensure that my attendance directly benefits our current projects, I plan to participate in session tracks covering the following topics: [List topics]

**Targeted Vendors:**

I plan to engage with exhibitors and vendors to explore solutions that could address our current challenges, particularly in [specific areas].

**Estimated Costs:**

* Airfare: [Estimate]
* Hotel: [Estimate]
* Registration Fee: [Estimate]
* Miscellaneous (meals/transportation): [Estimate]

Thank you for considering my request. I am happy to discuss further details at your convenience.

Sincerely,

[Your Name]