Dear

The World Conference on Quality & Improvement (WCQI) is the largest global conference presented by the American Society for Quality (ASQ). This year, ASQ’s 75th anniversary, WCQI 2021 will showcase actionable strategies and deep insights into organizational excellence, disruptive technologies, leadership and change management, and quality fundamentals. Attendees will come away with vital tools and tactics to affect change, increase value, and drive their organizations toward quality goals.

**WCQI 2021 will be held May 24-28, 2021 and I would like to request approval to attend.** I believe my participation is critical to bring new ideas, best practices and approaches to our organization and continue my professional development.

I’ll be amongst the hundreds of quality professionals learning from 3 keynote speakers, 20 live session speakers and more than 60 on-demand sessions. Other highlights of the event include networking with my industry peers, WCQI Virtual Expo Hall, Speakers Lounge, access to the recorded content after the event and up to 5.0 RU.

I plan to attend the following sessions to strengthen my professional development:

Here are the costs associated with attending WCQI 2021:

|  |  |
| --- | --- |
| Registration Fee: |  |
| Membership Fee: |  |
| Travel Fee: | $0 in 2021 as the event is virtual |

This is an investment that I believe will pay off with tools and tactics to affect change, increase value, and drive quality for the organization. In addition, I am happy to provide a report of my key takeaways and recommended actions to our team post event.

I appreciate your approval and support.

Sincerely,