Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Every year, approximately 500+ municipal professionals like myself gather to attend the **Association of Municipal Managers, Clerks and Treasurers of Ontario’s (AMCTO) Annual Conference.** This year’s conference will be taking place in-person in Windsor, Ontario, **June 8-11, 2025**. There will also be a virtual option for delegates to access all conference sessions that will be livestreamed through the AMCTO conference app.

This presents a unique opportunity to connect with peers and local government professionals from across Ontario and beyond and to gain **over 30 hours of professional development** by attending sessions on key topics and trends in the sector. These sessions will provide me with practical knowledge and skills that are relevant to **advancing my work and the work of our community.**

I would very much like to attend to exchange ideas, explore new topics and approaches to my work. This year’s conference theme – ***Building Bridges, Sparking Change*** - celebrates the power of collaboration and innovation, providing a platform to connect with industry experts, exhibitors, and thought leaders. An idea born out of the need to establish better municipal-provincial relations and inter-municipal partnerships, this year’s conference is all about igniting positive change.

At this year’s conference, I will have the opportunity to not only **collect valuable professional development hours** I can put towards obtaining my CMO, AMOC, and AMP designations, and I will be able to **directly engage with key decision-makers, sector suppliers and special guests.** I believe it will be well-worth attending. There are several different registration options and pricing including a virtual offering – all outlined in detail on the [AMCTO conference website](http://www.amcto.com/conference).

After the conference, I would be happy to develop a plan to implement what I’ve learned to improve my work and my department’s performance. I will also be able to share lessons learned with fellow employees so that we can ensure our office is up to speed and following the latest municipal best practices while being prepared for what’s next to come.

I’ve prepared a summary of benefits as well as a cost breakdown of attending the event for your review and consideration.

I would be happy to answer any other questions you may have.

Sincerely,   
  
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