*Ready to convince your boss about MPI Membership? Below are letter templates that you can use to show the value of joining MPI to your boss. There is one version for planners and one version for suppliers.*

*Let us know if there is anything else you need!*

*- The MPI Membership Team*

**Letter to Boss – Planner Version**

Dear <manager’s name>

MPI is the world’s largest meeting and event industry association dedicated to providing members with relevant education, and committed to facilitating the industry’s best business exchanges. I would like to request that $<XXX> for my membership to MPI continue to be funded by <insert company’s name> budget.

Membership in Meeting Professionals International will allow me to:

* Receive industry leading professional development
* Network with other meeting professionals from around the world
* Have access to best in class speakers and leading industry suppliers and resources
* Gain insight into the key trends and hot button issues facing the meeting and event industry to help me be strategic in building more effective plans and budgets

The return for your investment will be a highly skilled, meeting and event professional, current on the latest trends and issues, and equipped to effectively plan and deliver meetings and events in support of our organization’s strategic business plan.

Thank you for reviewing my funding request for membership to MPI. I look forward to continuing to improve my professional skill set and knowledge base

Regards,

**Letter to Boss – Supplier Version**

Dear <manager’s name>

MPI is the world’s largest meeting and event industry association dedicated to providing members with relevant education, and committed to facilitating the industry’s best business exchanges. I would like to request that $<XXX> for my membership to MPI continue to be funded by <insert company’s name> budget.

Membership in Meeting Professionals International will allow me to:

* Gain access to a member community with over $23 billion in combined buying power
* Network face to face through local chapter and MPI global events
* Participate in the MPI Hosted Buyer program, pairing suppliers with ideal planners
* Gain insight into the key trends and hot button issues facing the meeting and event industry to help me be strategic in building more effective plans

The return for your investment will be a highly skilled, meeting and event professional, connected to over 8,000 planner members, and equipped to effectively promote our products, services and brand to support of our organization’s strategic business plan.

Thank you for reviewing my funding request for membership to MPI. I look forward to continuing to improve my professional skill set and knowledge base

Regards,