

**<DATE>**

Dear **<Name of boss or professor>:**

I would like to express my desire to attend the **2018 Coca-Cola Scholars Leadership Summit** in Atlanta, GA, September 27-30 and why I think it would be beneficial to our team and my professional development.

During my senior year of high school, the Coca-Cola Scholars Foundation selected me from among a pool of more than 80,000 applicants from across the country based on my commitment to leadership, service and making a positive impact in my community. Today, there are over 6,000 Scholars in our network who are visionary leaders and change agents around the world. This network includes a U.S. Senator, America’s youngest Congresswoman, Fortune 500 presidents, Emmy award-winners, Broadway stars and playwrights, two Miss Americas, an International Peace Prize winner and more, and I am honored to be among them.

This particular conference will provide opportunities for networking with some of the most accomplished professionals from around the country, and will also allow me to enhance my own development. Held every five years, the Leadership Summit provides a venue for Scholars to learn from relevant industry and leadership experts as well as discover ways to make a meaningful impact in the communities in which they live and serve. This year, they are expecting they will have an audience of more than 700 professionals from the nonprofit, government and corporate sectors.

The conference theme, “**Ignite Y(our) Story,**” is relevant to my professional goals because **<state your reasons/goals- see theme description under video on front page of registration site and below on the attached enclosure>.**

Attached is a document detailing what I can expect and a breakdown of estimated costs related to my travel and participation in this event. I am also happy to share with you the Leadership Summit website which provides more details, including testimonies from attendees of past Summits. <http://summit.coca-colascholarsfoundation.org/>

I would greatly appreciate the opportunity to attend the 2018 Coca-Cola Scholars Leadership Summit. I am confident you will find my participation in this event as a worthwhile and wise investment that will pay off for years to come.

Sincerely,

***<signature>***

**<first and last name>**

Enclosure:

– What to expect and Breakdown of estimated costs

**Coca-Cola Scholars Leadership Summit**

 Atlanta, GA

September 27-30, 2018

**Ignite Y(our) Story**

This September, join us as we gather for our 2018 Coca-Cola Scholars Leadership Summit. Our theme, "IGNITE Y(OUR) STORY" promises to deliver powerful programming from relevant industry and cultural experts, many of whom will be from our own Scholars network, that will inspire you to ignite YOUR fire, YOUR purpose, and YOUR story. And with the prospect of reuniting 30 classes of the most influential leaders, we will ignite OUR story—becoming a powerful force for good in the world.

**What else can you expect?** As a 2018 Leadership Summit attendee, you will be:

* **CONNECTED  |**  Meet and network with the “Coca-Cola family,” which includes some of the brightest and most innovative leaders in the country.
* **INSPIRED  |** Experience an opportunity of personal and professional growth and learning (no matter your Scholar class or age).
* **ENGAGED  |** Discover ways to make a difference in the world and get the tools to make it a reality.

**Estimated Costs for the 2018 Coca-Cola Scholars Leadership Summit in Atlanta, GA:**

**Registration:**

$199 before June 12

$249 after June 12

**Flight:**

**<You fill this in depending on where you’re coming from or remove if driving>**

**Car Rental:**

**<You fill in or remove this if you won’t need a car- or you might change this to Taxi/Uber costs>**

**Hotel Accommodations:**

$159 + tax a night (estimate of $350 for 2 nights). If we book our room at the Conference Hotel within the designated room blocks by June 12, the Coca-Cola Scholars Foundation will pay for our 3rd night.

**Hotel Parking:**

$26 a night **<you can remove this if you aren’t driving or renting a car>**

**Dining:**

The hosting organization, CCSF, is covering most meals. Estimated cost per person would be around $20-$40 for weekend.

Total estimated cost per person: **<you edit once you factor in flight/ car rental/parking> or (you edit) if no flight/car rental.**