**TO**:
**FROM**:
**SUBJECT**: Why I should become a **GBTA DFW Chapter Member**

GBTA DFW is an educational and networking organization for business travel colleagues. I would like to request approval to become a chapter member for 2023.

This year’s event offer Monthly Chapter Meetings, Networking Events, and Educational Webinars covering different categories and topics of business travel management. These sessions will address the issues like crisis recovery, current trends, future issues and best practices across procurement, buyer/supplier relationships, travel & meeting operations policies, along with career & personal development and more.

This membership is an opportunity for me to network with other business travel professionals who face similar challenges, as well as meet hundreds of business travel industry buyers to find out how their latest developments will benefit us.

This membership runs for one year from original membership join date.

Here are the goals I plan to accomplish:

1. *Enter Goal 1*
2. *Enter Goal 2*
3. *Enter Goal 3*

I have calculated an approximate breakdown of costs associated with my attendance:

|  |  |
| --- | --- |
| Membership | $ |
| Monthly Chapter Meetings | $ |
| Other | $ |
| **Total** | $ |
|  |  |

I believe my membership in GBTA DFW will provide me with new ideas and strategies to elevate travel relationships with our organization. After each meeting, I can provide a report of my key takeaways, and share new trends and strategies with the team. I will work to make sure we get the full value of this event.

Thank you for your consideration.

Sincerely,
*Your Name Here*