**TO**:
**FROM**:
**SUBJECT**: **GBTA DFW Chapter Membership**

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 offerings include Monthly Chapter Meetings, Networking Events, and Educational Webinars covering different categories and topics of business travel management. These sessions address topics like crisis recovery, current trends, industry developments, best practices across procurement, buyer/supplier relationships, travel & meeting policies, as well as career & personal development.

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 suppliers to find out how their latest developments may benefit us.

The 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 the travel experience for 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 membership.

Thank you for your consideration.

Sincerely,
*Your Name Here*