

Greetings [Addressee's/ Addressees' Name],

The purpose of this letter is to ask for support in my group's attendance of IEEE Rising Stars 2025 (www.ieee-risingstars.org/) in Las Vegas from January 3th through 5th. The IEEE Rising Stars event will allow my group to connect what we learn in the university environment to what the industry standards are and will provide us with invaluable career knowledge.

Participants of this conference will have the opportunity to network with young professionals who have achieved professional success and also network with industry leaders. IEEE Rising Stars serves as a link between a large pool of diverse students and early career development.

A large variety of speakers are invited to Rising Stars to talk about both technical and professional topics. For its technical topics, students are taught about current innovative technology and how their career relates to the technology's respective industry. With regards to professional topics, students are taught about the importance of basic professional knowledge that will prove helpful in their future career prospects.

The environment Rising Stars has to offer is the perfect combination for students and industry to meet. Some of the industry participants who attend Rising Stars are seeking for a student to which they can provide either internship experience or a job offer.

The cost of attendance per individual for 2025 IEEE Rising Stars is [amount]. This amount covers the registration fee, transportation, lodging, and meals. The registration price calculated into the amount is with early bird registration by [date]. The students within this group have so far raised [amount] and are in need of [amount] to cover the rest of the expenses.

My group would greatly appreciate your support of this event and has great confidence that we will come back from this experience with a lot more knowledge and insight about our careers. This experience will benefit the students of [School] greatly. Thank you for your time and consideration.

Regards,

[Name]

Dear [Manager Name],

I would like to attend the **2025 IEEE Rising Stars** conference, 3-5 January, in Las Vegas, Nevada, where I will advance not only my professional development, but the bottom line of [insert organization name]. I'll also discover what industry leaders are doing to advance technology and how they are solving challenges similar to the ones our organization faces.

Rising Stars is *the* premier conference for technology students and young professionals and will provide me with opportunities to meet and learn from tech leaders and pioneers from a variety of fields. Networking is an enormous part of this event. Coming together with talent development professionals and hearing what colleagues are doing—or not doing, provides invaluable learning opportunities.

Top 3 Benefits of Attending:

1. INSPIRE, ACQUIRE, AND HIRE!

Technological development happens quickly, and it's almost impossible to keep up while finishing school or starting a career. Rising Stars brings the industry experts that are on the cutting edge of technology to inspire attendees in keynote addresses, breakout sessions, and panels. Attendees will gain both technical and professional skills in a balanced program. Dedicated times are available for speakers and attendees to engage with one another and provides the perfect opportunity to hire Rising Stars attendees!

2. GET AHEAD OF THE CURVE

Learn and share industry best practices with brilliant, dedicated leaders in a variety of technical fields. There have already been business deals negotiated and technical problems solved in the course of previous Rising Stars events. The quality of speakers and panelists at Rising Stars is always excellent!

3. NETWORKING

Meet hundreds of your peers who are also passionate about developing the technologies of tomorrow. This is your chance to get up close and personal with them. You'll walk away with a new set of contacts for collaboration and sharing best practices.

My estimated costs for attending Rising Stars 2025 are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals. This estimate assumes that I register by [early registration date], to receive the early bird rate.

Rising Stars 2025 is important to my professional development. I will bring back new ideas, best practices, and solutions that we can implement. Additionally, I will develop an overview of what I've learned and actionable takeaways for the team so that we can work together to improve the department and benefit [insert organization name].

Thank you for your consideration.

Sincerely,

[Your Name]