To:

From:

Re: Request to Attend the Cage Operations Conference and Expo

I’m writing to ask for approval to attend the Cage Operations Conference and Expo happening July 17 - 19, 2018. This event features three full days of learning how to successfully adhere to Title 31 Federal Regulations for large currency tracking, identifying AML, OFAC, Cybersecurity risks, and developing a comprehensive risk assessment. It’s the only conference that brings together compliance professionals in the Casino community and even gives attendees direct access to field experts.

As one of the most affordable conferences today, the registration fee includes:

• Access to the conference

• Complimentary Breakfast and Lunch daily

• Hands on workshops

My goal is to return from the Cage Operations Conference and Expo with a list of ideas that I can share and begin to immediately implement into our Casino. In particular, I’d like to focus on the following at the conference:

• Understand Casino personnel compliance responsibilities

• Develop a comprehensive internal training program

• SAR Compliance

• IRS Audit Processes

Here’s an approximate breakdown of costs:

Airfare: $

Hotel: $

Breakfast and Lunch for 4 days: Included

Registration Fee: $

Total: $

I know this event will deliver incredible value, inspire me with new ideas and provide concrete examples to take our Casino to the next level.

Thank you for considering this request. I look forward to your reply.

Regards,