Hello [MANAGER NAME],

I’m writing to ask for approval to attend Valley TechCon in Harrisonburg, VA on Friday, September 28, 2018. The conference is a one day event covering new advances in technology, artificial intelligence, automation, cybersecurity, and how it all can improve business processes. The total cost would be about $XXX, and for that price you’re getting insightful information from primary sources as well as the experience of meeting and collaborating with fellow technology professionals in the region. The networking opportunities can’t be replaced by online training.

In particular, I’d like to focus on the solutions or best practices that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

Beyond the featured speakers, this conference includes five break out sessions with three different topics and industry experts each so that I can attend the sessions that are most relevant to the work I do. After just one day, I’ll be able to provide some recommendations about where we might want to be investing our resources in the coming year to grow our business. I’m excited about this opportunity to learn, grow, and build connections with other businesses in the area.

Here’s an approximate breakdown of conference costs:

|  |  |
| --- | --- |
| Transportation: | $ XX |
| Hotel: | $ XX |
| Meals \*\*: | $ XX |
|  |  |
| Total: | $ XXX |

\*\*Conference fee includes breakfast, morning snacks, and lunch during the conference.

I can schedule a post conference meeting with you to provide you with a summary of all the major takeaways and tips I learned. Additionally, I’ll be able to share relevant information with the rest of our team.

Thank you for considering this request. I look forward to hearing from you.

Regards,