[DATE]

Dear [SUPERVISOR NAME],

Registration is now open for [EVENT NAME] and I am interested in attending on behalf of [ORGANIZATION]. I would like to get your approval to attend this event in [CITY, STATE] from [START DATE] to [END DATE.]

This event is [DESCRIPTION]. I am looking forward to applying what I learn to projects I am currently working on, such as [PROJECT NAME]. Below is a list of the sessions I believe will be the most impactful to the organization.

* **Session 1:** Insert the name of the session here.
* **Session 2:** Insert the name of the session here.

I believe that attending this event will empower me to grow as a professional, gain new perspectives, develop my skill set, and explore my professional interests. Here are three goals I am looking to accomplish by attending [EVENT NAME]:

* **Goal 1:**Explain your goal here.
* **Goal 2:**Explain your goal here.
* **Goal 3:**Explain your goal here.

For your convenience, I have included a breakdown of how much it will cost for me to attend.

* **Registration Fee:** [INSERT COST]
* **Airfare/Travel:** [INSERT COST]
* **Hotel:** [INSERT COST]
* **Additional Expenses:**[INSERT COSTS]
* **Early Bird Discounts/Promotions:** [INSERT SAVINGS]
* **What’s Included with Registration:**[List What’s Included in Ticket Price]
* **Approximate Total:** [CALCULATE TOTAL COST]

To ensure this experience benefits my team, I can prepare a brief write-up or presentation after attending to share what I have learned. I can also create an action plan that incorporates the tools, resources, and strategies I discover so they can start using them right away.

To learn more about [EVENT NAME], visit [EVENT WEBSITE LINK]. Thank you for taking the time to review this request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns I can address.

Sincerely,

[YOUR NAME/TITLE/DEPARTMENT]