**[Cut and Paste this content onto your organization’s letterhead or email]**

Dear [Manager's Title & Name],

I am writing to request approval to attend the **[Conference/Event Name]** in **[Location]** from **[Travel Dates]**. This event is a gathering of professionals in my field, attracting other colleagues with similar duties and external experts in the field to discuss the latest trends, techniques, and use cases in my work.

**Conference Details:**

* Training Workshop(s): **[Dates & Cost(s)]**
* Main Conference: **[Dates & Cost]**

I believe this event will help enhance my professional skills, as evidenced by the sessions being provided(Linked here: **[Link to Agenda]**) as well as the industry professionals in attendance (Linked here: **[Link to Speakers]**). I will be able to incorporate this knowledge into my daily work as well as share the knowledge I have gained with my coworkers.

**Estimated Costs:**

* Registration Fee: **[Price]** (Regular Price) / **[Price]** (Early Bird Price)
* Transportation: **[Estimated Cost]**
* Meals & Included Expenses**: [Estimated Cost]** (based on [GSA Per Diem Rates](https://www.gsa.gov/travel/plan-book/per-diem-rates))
* Accommodation: **[Estimated Cost]**
* Total Estimated Cost: **[Total Cost]**

Attending this conference will benefit my professional development and help our organization/agency stay current with best practices and advancements in the field. Thank you for considering this request.

Respectfully,

[Your Full Name]

[Your Job Title]