

Subject: Request for Approval to Attend <insert event name>

Dear <insert boss' name>,

I would like to attend the <insert event name and hyperlink to website>, taking place <insert event dates>, in <insert city and state>. I believe the <insert event name> will enable me to contribute further value to our organization as I will gain <insert all that apply: new ideas, specific tactics, innovative strategies to help us improve efficiency and performance, valuable knowledge on the specific topic>, which I can immediately utilize upon my return to the office. Below, I have included more information about the event.

Date: <insert day, date, month>

Time: <insert time> am or pm

Location: <insert location>

Education

This educational event will focus on <insert topic(s)> which directly applies to my job in the following ways:

- <insert how it applies>
- <insert how it applies>
- <insert how it applies>

Networking

I will also have the opportunity to network with peers in the exhibition industry, who will help keep me up to date on the latest industry topics and trends. These valuable networking opportunities will lead me to engage with like-minded business men and women to recognize, create, and act upon industry trends and business opportunities. .

I am seeking your approval to cover my registration fee and travel expenses associated with attending this event. The breakdown of these costs is listed below.

Registration Fee: <\$XX> [indicate if early bird rate]

Transportation: <\$XX> [round trip mileage and parking or taxi]

In total, it will cost <\$XX> for me to attend.

Upon my return to the office, I will gladly share key takeaways and relevant information with colleagues. To ensure we gain the most from my participation, I will plan to submit a post-event report to you, including an executive summary and detailed action steps.

I appreciate your consideration of my attendance at this event and would be happy to answer any questions or provide any additional information.

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

Kind Regards,

<Insert signature>