Dear **<Insert Manager’s Name>**,

As we all work to meet the demands of new and changing industry best practices, I would like to explore new ways to improve my leadership capabilities, acquire industry continuing education, and enhance my skills in my current role more effectively.  
  
I’m writing to ask you for your approval to attend the Women of Project Management® (WOPM) Conference on August 24-26, 2023. This conference is offered in-person in Atlanta, Georgia. I feel this experience would help me ascend to new leadership heights.  
  
Here is a little bit about this conference: WOPM is the only community dedicated to supporting & amplifying the voices of women & women of color in every specialty of the project management industry worldwide. The conference will feature world-class keynote speakers, small group learning opportunities, and hands-on learning experiences.  
  
The overall ROI is clear: The WOPM Conference offers:

* **Education** that can be applied immediately in the form of world-class leaders within the project management industry sharing their lessons learned while earning Professional Development Units (PDU’s)
* **Networking** that can be leveraged immediately with a global network of attendees at the highest level of their profession
* **Mentorship** that can be utilized in the form of mentor/mentee matching to form career relationships that will support both my short- & long-term goals & job responsibilities

**Here is an approximate breakdown of costs associated with this conference:**

**In-Person All-Access in Atlanta, Georgia**  
Registration Fee: <Insert Your Select Ticket Package>  
Airfare:  
Transportation:  
Hotel (3 nights, Included w/ Ticket or at $XX):

Upon my return, I would be happy to submit a report that would include major takeaways and a summary of how I will implement the project management & leadership best practices and insights provided to me at the event. I can also share insights with other departments looking to make a similar commitment to leadership development.

Thank you for considering this request. I look forward to your reply.   
  
Regards,  
**<Your Name>**