Hi [Manager Name],

I would like to attend the **2019 EVO Conference,** 2-3 August, in Pittsburgh, Pennsylvania, where I will learn how today’s leadership trends can be incorporated into our practices to advance not only my professional development, but the bottom line of [insert organization name]. I’ll also discover what people are doing now and how they are tackling challenges similar to the ones our organization faces.

This is *the* leadership event for technology professionals, and will provide me with opportunities to meet and learn from tech leaders and pioneers from a broad array of fields. Networking is an enormous part of this event; the community aspect is huge! Coming together with talent development professionals and hearing what colleagues are doing—or not doing, for that matter—provides invaluable learning opportunities.

**Top 5 Benefits of Attending:**

1. Changing times demand an ***Evolution of You™***. The dynamics of Leadership are shifting constantly – to stay ahead of the curve, your business skill set must evolve as well. EVO is a one-of-a-kind conference featuring insightful and inspiring keynotes, dynamic panel discussions and immersive sessions to help you advance your career while effecting change in your organization.
2. **Meet and Learn From the Trendsetters.**Our speakers, attendees, and exhibitors are at the forefront of their respective fields; they are the game-changers. And they won’t just be presenting to you; they’ll be sitting next to you, attending sessions, and having lunch with you. This is your opportunity to find out how to stay ahead of the curve!
3. **Networking.**Meet hundreds of your peers who are also passionate about developing the technologies of tomorrow. This is your chance to get up close and personal with them. You’ll walk away with a new set of contacts for collaboration and sharing best practices.
4. **Stay Relevant.**If you want to be a leader in your profession, you have to know the latest trends and how to implement them in your organization. With several sessions focused on leadership in each track, trendsetting speakers, and networking opportunities galore, there is no better place to find inspiration than E.
5. **Inspire Your Team.**Take what you learn from FLF 2018 and share it with your team. You’ll have the tools and know-how to implement the latest talent development strategies. It’s not just about your personal development. By successfully using what you learn at FLF 2018, you’ll improve your organization’s bottom line!

My estimated costs for attending EVO 2019 are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals. This estimate assumes that I register by 30 April 2019, to receive the early bird rate discount.

EVO 2019 is integral to my professional development. I will bring back new ideas, best practices, and solutions that we can implement right away. Additionally, I will develop an overview of what I’ve learned and actionable takeaways for the team so that we can work together to move the department and [insert organization name] forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]