Hi [Manager Name],

I would like to attend the virtual ATD 2021 International Conference & EXPO, August 29 – September 1. By taking part in **ATD21 @HOME**, I will learn how today’s trends can be incorporated into our practices to advance not only my professional development, but the bottom line of [insert organization name].

For the first time ever, this industry-defining event is offering live programming to virtual attendees who can’t attend in-person. Coming together with talent development professionals and hearing what colleagues are doing—or not doing, for that matter—provides invaluable learning opportunities.

**Top 3 Benefits of Attending:**

1. **Find real solutions to our top challenges.** ATD21 @HOME will be livestreaming more than 45 educations sessions focused on 10 content tracks. These speakers are at the forefront of the industry, so I’ll learn new strategies and solutions to solve some of our biggest challenges. As an extra bonus, all of these sessions will be available on demand after the conference, so I can keep learning.

2. **Multiple options for networking.** I will make new connections with peers through the virtual networking opportunities. They will offer one-to-one and one-to-many networking and customized programs for virtual attendees.

3. **Stay relevant.** To stay relevant in our profession, we have to know the latest trends and how to implement them in our organization, especially with considerable changes in the past year. There is no better place to take the pulse of the industry than ATD21.

Fortunately, the registration for ATD21 @HOME is much lower than attending a conference in-person, so my total costs will be [insert registration rate].

ATD21 is integral to my professional development. I will learn 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 register.

Thank you for your consideration.

Sincerely,

[Your Name]