Hi [Manager Name],

I would like to attend the ATD 2023 International Conference & EXPO, May 21–24 in San Diego, California. ATD23 is renowned for being a leader in learning and development and the best source to learn the latest insights and best practices in the industry and an opportunity to learn how to tackle our challenges. The conference offers the largest EXPO in the industry where we can scope out the latest products and solutions. Additionally, the community aspect is huge and there are many networking opportunities to broaden my perspectives. Coming together with thousands around the world is an invaluable learning opportunity.

ATD23 offers so many to learn and grow, such as:

**Find real solutions with leading experts.** The conference has more than 275 educational sessions focused on 13 content tracks that showcase case studies, best practices, and new strategies.

**The learning is ongoing.** Attending in-person also gives me access to the ATD23 Virtual platform, where I can access session recordings and resources to continue to learn long after the conference ends.

**Multiple ways to connect with other professionals.** ATD23 builds many opportunities to network with other professionals through activities such as receptions, meet-to-eat, networking nights, and more.

**Stay relevant.** To stay relevant in our profession, we must know the latest trends and how to implement them in our organization. There is no better place to take the pulse of the industry than ATD23.

I’ve attached an outline of the sessions I plan to attend and the exhibitors I plan to visit. [attach session and exhibitor worksheet] My projected costs for attending are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals.

ATD23 is integral to my professional development. 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]