Dear [Manager Name],

The Association for Talent Development (ATD) has organized the **ATD 2022 TechKnowledge** conference, which is taking place February 8–10, 2022. I’d like to attend so I can stay on top of what’s going on in the learning technology industry and how today’s trends and solutions can be incorporated into our practices to help advance the bottom line of [insert organization name].

At only [$495 (members) / $650 (non-members)] during the early bird rate discount, this virtual conference will provide all the professional development I could expect from attending an in-person event for a much lower financial investment.

This is great opportunity to get more insight into the latest learning technology solutions and hearing from the experts in the industry on their on-the-job application. There are multiple tracks to explore such as e-learning, emerging technology, technology strategy for leaders, and virtual classroom. Every track has multiple session types for instance hands-on learning, virtual classroom, and byte-sized learning. Each session provides a different method to grasp the information to apply at the workplace.

After I participate in this week-long event, I will develop an overview of what I’ve learned and provide 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]