Dear [Manager Name],

The Association for Talent Development (ATD) has organized the [**ATD 2025 TechKnowledge**](https://techknowledge.td.org/)conference, taking place February 12–13, 2025, in Las Vegas, Nevada. I’d like to attend so I can stay on top of what’s happening in the learning technology industry and how today’s trends and solutions can be incorporated into our practices to help advance [insert organization’s name] bottom line.

At only [$1,695 (members) / $1,895 (nonmembers)] right now at their current rate tier, this in-person conference will provide two days of in-depth professional development and beneficial networking to connect me with like-minded peers who are doing similar work.

This is a great opportunity to get more insight into the latest learning technology solutions and hear from the experts in the industry about their on-the-job application. This year’s event is focused on solving at least five challenges most professionals in my role face, and I’ll be focusing on [insert challenge you are looking for TK25 to help solve]. Each session provides a different method to grasp the information to apply at the workplace, and they have dedicated time for attendees to develop an action plan of how we will apply our learnings when we return to work.

After my participation in the two-day 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’s name] forward.

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

Thank you for your consideration.

Sincerely,

[Your Name]