Hi [Manager Name],

I am writing to request approval to attend the Future Workplace/Learning/Talent [choose conference name], conference, which will be held on [insert date], at the [insert venue].

This conference is a key part of the global **Future of Work Event Series**, focusing on the evolving workplace and the latest trends in areas such as Human Resources, Employee Engagement and Experience, People and Culture, Learning and Development and Talent Management.

The conference provides a unique opportunity for professionals to gather, share innovative strategies, exchange experiences, and develop solutions to the challenges of today’s dynamic workplace. You can view the full list of speakers and the agenda [here](insert link).

**Benefits of Attending:**

1. **Engaging Sessions and Dynamic Panels:** Attendees will gain valuable insights from distinguished speakers, explore emerging trends, and participate in in-depth discussions led by industry leaders. This will help them develop a roadmap for achieving long-term solutions for their organization.
2. **Networking Opportunities:** Participants will have the chance to connect with peers and establish significant collaborations.
3. **Showcase Area:** Attendees will discover cutting-edge tools, technologies, and innovations transforming the modern workplace, which can be applied to enhance their operations.
4. **50+ Sessions Across all 3 Tracks:** Attendees will have access to a wide range of sessions covering various topics, ensuring a comprehensive learning experience.
5. **6+ Hours of Dedicated Networking:** Participants will elevate their experience and expand their professional network at the networking sessions during the event – connecting minds, fostering collaborations, and unlocking opportunities.
6. **Presentation Decks:** Attendees will gain post-event access to all conference presentation slides for key takeaways through the FoW HUB.

The projected costs for attending the conference are [insert cost], covering registration, transportation, lodging, and meals. This estimate is based on registering early to take advantage of the early bird discount.

Attending this conference will equip me with practical knowledge that can be immediately applied to improve our learning experiences. I will also prepare a summary of key takeaways and actionable insights for our team, facilitating collaborative efforts to advance our department and [insert organization name].

I appreciate your consideration and hope you will grant me the approval to attend.

Thank you,

[Your Name]