Dear [Approving Manager’s Name]

**I am writing to request approval to attend the PA Show, the leading gathering of Executive Support Community, taking place on 8-9 March at ExCeL, London.**

I have reviewed the conference agenda and feel attendance would be

a major benefit as the event aligns directly to priorities of our department

The PA Show offers me the chance to enhance my skills and knowledge, grow my network of contacts, and source premium global suppliers to support me in your role.

The PA Show offers unique access to a wealth of **CPD accredited training** designed to help support function professionals excel at every stage of their career.

**By attending The PA Show, I will access:**

* **Expert advice over 60 conference sessions as part of the multi stream conference**
* **CPD accreditation by attending as a conference delegate**
* **Hands-on training over the two days from Microsoft certified trainers**
* **Networking and sharing best practice with my industry peers**
* **Products and services from handpicked suppliers**

I am seeking budgetary approval for the registration fees:

[X] x Two Day Delegate Pass @ £169

[X] x One Day Delegate Pass @ £149

TOTAL: £ [xxxx]

Please also note that group discounts are available upon request.

My attendance will also benefit the rest of the team as I plan on creating a post event report to share learnings, recommendations and suggested action items

I’d also like the opportunity to review these materials with you and discuss how we can leverage them for further training of our team. Please accept this proposal to attend as I’m confident in the significant return we will receive from this investment.

Thank you for your consideration and I look forward to hearing back from you.

Your sincerely,

[Your name]