

Request for Professional Development Opportunity

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Attendance at [Event Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request approval to attend the upcoming [Event Name], scheduled for [Event Date] at [Event Location]. This event is highly relevant to my role as [Your Position] and focuses on [Brief Description of the Event].

Attending this event will provide valuable insights into [specific skills or knowledge relevant to your job] and allow me to network with industry professionals. I believe that the knowledge and connections gained from this experience will benefit our team and contribute to [specific company goals or projects].

The total estimated cost for attendance, including registration, travel, and accommodation, is approximately [Total Cost]. I am confident that this investment will yield significant returns for our department.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]