

[Your Name]
[Your Job Title]
[Your Department]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I am writing to seek your endorsement for my attendance at the [Name of Conference] scheduled to take place on [Dates] in [Location]. This conference will focus on [brief description of the conference focus], which aligns with our team's goals and objectives.

Attending this conference will provide me with the opportunity to [list key benefits, such as networking, learning about industry trends, etc.]. I believe that gaining insights from industry leaders and participating in workshops will enhance my skills and contribute to our team's success.

The total estimated cost for the conference, including registration, travel, and accommodation, is [amount]. I am confident that the knowledge gained will be beneficial for our projects, particularly [mention any relevant projects or tasks].

I appreciate your consideration of this request and look forward to your positive response.

Thank you very much.

Sincerely,
[Your Name]