

Dear [Manager's Name],

I hope this message finds you well. I am writing to request your approval to attend the [Name of Conference] scheduled for [Date] in [Location]. This conference will provide valuable insights into [briefly explain relevance], which I believe will greatly benefit our team and the projects we are currently working on.

The conference will cover various topics including [list a few key topics], and it will be an excellent opportunity to network with industry experts and peers. I am confident that the knowledge and connections gained from this event will enhance our team's capabilities and outcomes.

The total cost for attending the conference, including registration, travel, and accommodation, is estimated to be [insert estimated cost]. I will ensure to manage the expenses within our budget.

I believe that my attendance at this conference is a valuable investment for both my professional development and our team's success. I kindly ask for your approval to proceed with the arrangements.

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

Best regards,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]