

Subject: Request for Approval of Conference Attendance

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name] - [Your Position]

Dear [Manager's Name],

I am writing to seek your approval for [Employee's Name], who is a valued member of our team, to attend the [Conference Name] scheduled for [Date] in [Location].

This conference offers a unique opportunity for [Employee's Name] to enhance their skills and knowledge in [Relevant Field/Topic], which will be beneficial for our team's productivity and innovation.

The key details of the conference are as follows:

- **Conference Name:** [Conference Name]
- **Date:** [Date]
- **Location:** [Location]
- **Cost:** [Registration fee, travel, accommodation]

I believe that [Employee's Name]'s participation in this event will greatly contribute to their professional development and our team's success. I recommend approving this request.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]