

Dear Supervisor,

Since 2010, the Learning Leadership Conference has been the event that brings learning professionals from around the globe together to share what works in training and development.

Learning is taking place on October 1 - 3 in Orlando, Florida. Every element of this event is designed for training and learning professionals to stay current and find the tools and strategies for meeting the evolving needs of their learners.

I’m writing you to request approval to attendLearning 2025. I believe that my attendance at this event will benefit our organization for the following reasons:

* Learning 2025’s dedication to sharing proven examples in learning will help our team gain a stronger sense of what’s available and how we can put emerging tools and techniques into practice.
* Learning 2025’s program is created by learning professionals who come from the fields of L&D leadership. They pride themselves on staying up-to-date with what matters most.
* Expert speakers will discuss the strategies and tools currently working in learning and how they could impact our organization.
* The L&D Solutions Gallery is filled with dozens of leading suppliers of learning tools, technologies, and solutions, waiting to help solve our organization’s challenges. I’ll return to the work with fresh insight and new contacts to reach out to after the conference.

I plan to attend the following sessions to strengthen my professional development.

1. XX
2. XX
3. XX
4. XX
5. XX

Here are my projected costs for attending Learning 2025:

* **Airfare**  $XX
* **Hotel** $XX
* **Meals** $XX

*Lunch is included on October 1 & 2*

* **Registration Fee** $2,195

*Early discount of $XX*

*Organizational discount of $XX*

Total: $XX

Attending Learning 2025 is an investment that will pay off in more effective training strategies, proven solutions, and new industry insights and connections. I would appreciate your approval of this request and will work to ensure we get the full value of this event.

Sincerely,

Your Name Here