Please modify this letter to suit the event and the location for which you want to attend.

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am requesting permission to attend the annual ProjectSummit\*BusinessAnalystWorld Conference, taking place this \_\_\_\_\_\_\_\_\_\_\_\_ (fill in date) at \_\_\_\_\_\_\_\_\_ (fill in venue) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (fill in location).

PS\*BAW is an industry leading event that provides relevant training and education pertinent to my occupation. PS\*BAW is considered the pinnacle conference for project professionals, offering exceptional education at affordable prices. PS\*BAW has built a national reputation as the “must-attend” event for my position.

My attendance will be a cost-effective investment for the company. Upon returning to the office, I would be honored to share with my colleagues the information gleaned from a choice selection of symposia sessions and workshops.

I am particularly interested in the topics relevant to our own company’s current challenges:

(To be filled in by attendee)

(To be filled in by attendee)

(To be filled in by attendee)

I would be happy to arrange for my co-workers to look after my responsibilities during the days I am attending the conference. If we decide to send a team of three or more, we can save an additional 10% off the posted rates.

Although we may not have budgeted for this training, the return on investment will justify the expense. A roster of experts, training professionals and thought leaders will be presenting the most current industry trends. The education I receive at this conference will build upon my knowledge of the technology, communication strategies, leadership development and overall career effectiveness.

I believe you will agree that my attendance at the ProjectSummit\*BusinessAnalystWorld is a worthwhile investment and will offer favorable results towards the continued success of our company.

Thank you for your consideration,