**SAMPLE LETTER: CONFERENCE**

Dear [Manager],

I’d like to request approval to attend DesignCon, the leading conference for chip, board, and systems design engineers, held **January 28 to January 30, 2020** in Santa Clara, California.

DesignCon offers a variety of expert-led sessions, educational panels, in-depth tutorials, and all-day boot camps. For three days I’ll connect with individuals and companies who can provide solutions catered to our unique needs – a rare opportunity to enrich not only my professional development but to benefit the company overall.

Here are a few ways my attendance will help the team:

* **Competitive Research** – I’ll be directly exposed to key players from other leading companies. This is a chance to see our competition up close and learn even more ways to stay ahead in 2020.
* **Comprehensive Training** – The training sessions offer direct insights on the latest trends and developments happening now. I will gladly present a full report to the department when I return.
* **Solutions Analysis** – I will evaluate solution providers to solve our current challenges, or inspire new methods for our next big project.
* **Networking** – With nearly 5,000 industry attendees and 175 elite exhibitors, I’ll reach a lot of people quickly, forging new relationships for our company.

I’m seeking budget approval in the amount of |insert total cost estimate| for the registration fee and travel expenses during the convention. I’ve attached a detailed breakdown for your reference.

I believe attending DesignCon would be a valuable experience that would greatly benefit our team. Please let me know if you need any additional information to help make your decision.

Thank you for considering this proposal.

 Sincerely,

 XXXX