**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,

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