Subject: Request to Attend The Forum’s 19th Annual Conference in March 2023

Dear [Approving Manager],

Professional development is something that is important to me, both on a personal level but also to be able to contribute to the success of our [Company/Institution/Organization].

I would like to request your approval to attend The Forum on Education Abroad’s 19th Annual Conference, which will take place virtually on March 14-15, 2023, and in Seattle, Washington, on March 22-24, 2023. You can find robust event details here.

There will be five full days of learning, skill building, and networking (in addition to pre-conference workshops) with the best and brightest in the field of education abroad. I would like the opportunity to have a seat at the table and bring back to the [Company/Institution/Organization] valuable learnings and insights that will help us thrive.

Some sessions that I’ve identified as beneficial to myself, and the organization include:

* NAME OF SESSION
* NAME OF SESSION
* NAME OF SESSION

I’ve reviewed the schedule and all the sessions planned for the conference and feel strongly that the Annual Conference would be helpful for me to attend to improve my work now and gain valuable strategic insight for the future. I hope you agree!

The full conference (on-site and virtual) registration costs $699 for Forum Members and $899 for non-members until February 17, while the pre-conference workshops carry additional fees.

I would be happy to present my learnings with the team after the conference is complete, to share key takeaways with interested colleagues, and share my newfound knowledge.

Thank you for considering my request. I look forward to your response.

Many thanks,

NAME
TITLE