Hello {Manager Name},

I would like to request that {company name} sponsor my participation in the Association for Talent Development (ATD) Chapter Leaders Conference (ALC) that will take place October 8-10, 2020, in Crystal City, Virginia.

ALC is an annual conference exclusively for leaders from more than 100 ATD chapters across the country. The conference enables current and incoming leaders to network and share best practices for running a chapter. Attending ALC will empower me to learn new skills, resources, and best practices that will support my success as the {chapter leadership position} for the {Chapter Name} Chapter. {In addition, I have been selected to facilitate a session about XX.}

Although my responsibilities as a chapter leader are not directly related to those for my position at {company name}, serving in this role has allowed me to further hone my talents as a strategic thinker and leader. Sharpening these skills will help me be even more effective in my job and will reap benefits for {company name}. Participating in the conference will help me to better serve talent development professionals in our local area while enabling me to grow my local and national network of connections in the industry. In addition, many of the sessions at the conference will address ideas and resources about {XX}, which I can apply to related projects on {XX}. ALC content also addresses broader trends in talent development that can support my efforts to stay current on the latest industry resources and best practices. In exchange for any financial assistance that {company name} can provide, I would be happy to present my findings to my colleagues.

Including travel and lodging expenses, the estimated total cost for me to attend ALC is {$XX}. By sponsoring my attendance, you are investing in my development and helping me add even more value to the work I do at {company name}.

I hope you will consider my request and support my participation in ALC. Thank you for your time.

Sincerely,

{Your Name}