Dear [Manager Name],

The Association for Talent Development (ATD) has organized the **ATD Virtual Conference: Unleash Potential**, which is taking place October 26-30. I’d like to attend so I can stay on top of what’s going on in the talent development industry and how today’s trends and solutions can be incorporated into our practices to help advance the bottom line of [insert organization name].

At only [$849 (members) / $999 (non-members)], this conference will provide all the professional development I could expect from attending an in-person event for a much lower financial investment.

There is a learning track specifically for instructional design, where they will be covering hot topics such as microlearning, blended learning, project management, designing accessible content, and a lot more. This event will include a full-day bootcamp where I will utilize the skills I learned throughout the week to build an actionable plan to bring back to work.

After I participate in this week-long event, I will develop an overview of what I’ve learned and provide takeaways for the team so that we can work together to move the department and [insert organization name] forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]