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 see how other organizations are tackling the organizational development component of their HR strategy this year. Learning new strategies and solutions from OD experts will help me stay on top of my game.

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 organizational development, where they will be covering hot topics such as virtual onboarding, managing employee engagement during times of high turnover, DE&I, and a lot more. This event will include a full-day OD 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]