<paste on company letterhead>

Dear <<Name>>,

I am requesting approval to attend Connect to Work Better, ATD Valley of the Sun’s annual conference, on Oct 30 & 31, 2017. It’s being held at the Sheraton Wild Horse Pass in Phoenix.

ATD and the Valley of the Sun chapter are positioned in the Valley as leaders in talent development with an eye on industry trends, new methodology and technology. Speakers at this event are foremost in field in our industry and city. Being a part of this community is an important part of my being connected to my talent development community of practice.

**How will this benefit [COMPANY NAME]?**

Forward-thinking organizations like ours recognize the important practices in talent development that enable our people to work more effectively by improving process, cutting costs and leveraging our resources more efficiently. Likewise, we know that our people can be more creative and innovative by fostering innovative practices.

I’m looking to continue to develop my learning and development skillset and I expect to bring back these insights to and put them to work at [COMPANY NAME]. Connect to Work Better will give me proven strategies and actionable ideas on how we can help motivate our workforce, increase employee engagement, and positively impact the employee experience.

**The ATD conference will also provide learning opportunities that count towards my ATD and SHRM designation continuing education.**

While at Connect to Work Better, I will attend the following sessions that I believe will benefit key work culture initiatives at [COMPANY NAME]:

• [add session & project or initiative]

• [add session & project or initiative]

• [add session & project or initiative]

**Here’s a breakdown of my approximate conference costs:**

Airfare/ Transportation:

Hotel:

Meals:

Conference Fee:

Total conference cost of \_\_\_\_\_\_.

When I return from Connect to Work Better, I will prepare a post-conference summary, including detailed recommendations that can further our [XYZ initiatives].

To see more about the Connect to Work Better conference, please see [www.atdvos.org/conference](http://www.atdvos.org/conference) for more details.

Thank you for your consideration.

Regards,

<<Signature>>