

To: [Boss's Name]

From: [Your Name]

I'm writing to ask for approval to attend the [Centercode Customer Validation Conference](#), **February 21st - 23rd in Irvine, CA**. The conference is an educational event focused on professional development for customer testing positions.

Many of the sessions, trainings, and demonstrations are aligned with our goals to increase our effectiveness and maximize the impact of our customer testing program. I'm confident I'll take away tactics that we can begin implementing right away. In addition, I will have the opportunity to spend two full days networking with professionals from world-class companies, to share stories, and learn how they address challenges similar to ours.

I plan to strengthen my skills in [Enter Skill], [Enter Skill], and [Enter Skill] and come back having learned:

1. [Enter Text]
2. [Enter Text]
3. [Enter Text]

If you approve my attendance before January 21st, I can take advantage of the early discount. I've broken down the attendance cost for your reference:

- Airfare/Travel: \$ [Enter Amount]
- Hotel: \$ [Enter Amount]
- Expenses: \$ [Enter Amount]
- Registration: \$ [Enter Amount]
- **TOTAL: \$ [Enter Amount]**

Lastly, I'd like to point out the value we'll receive by attending this event. Besides full access to conference content and recordings, we'll receive access to new integration features (\$10,000+), service credits which can be used for integration support, coaching, and custom documentation. I will also have the opportunity to obtain a Customer Validation Certification, which will help further hone my skills and improve our program.

Upon my return, I will submit a detailed post-conference briefing with you, my team, and other departments to relay my recommendations and put action items in place. Thank you in advance for considering this opportunity.

Please let me know if you need additional information about the event.

[Enter Your Name]