[Date of Letter]

Dear [Supervisor's Name],

I am writing to request your approval to attend the PMI SC Midlands Chapter's **Professional Development Day (PDD)** on **Friday, November 13,** from **8:30 AM to 4:30 PM EST**.

This year's PDD theme is "The Future of Project Management," and the event will include keynote and endnote addresses by two PMI Fellows, **Lee Lambert** and **Beth Ouellette**. The PDD will provide me with interactive learning experiences on topics relevant to my job responsibilities. I believe my attendance is important not only for my professional development but also to improve daily work in our organization.

For more information about the PDD speakers, sessions, and cost, please visit the PMI South Carolina Midlands Chapter's website (**PMI-Midlands.org**).

By attending this event, I will enhance my skills in all areas of PMI's Talent Triangle: Business Acumen, Ways of Working, and Power Skills. In addition, as a PMI certification holder, I can earn **12 PDUs** (Professional Development Units) to maintain my certification(s).

When I return to work, I will submit a post-event report summarizing my key takeaways and recommendations for your consideration.

I would appreciate your support and will ensure our company gets the maximum value from my attendance.

Sincerely,

[INSERT NAME HERE]