

Subject: Request to Attend 7th Annual Hustle + Socialize Conference - Professional Development Opportunity

Dear [Manager's Name],

I am writing to formally request company support to attend the upcoming 7th Annual Hustle + Socialize Conference taking place June 6-7, 2025, at Hotel Contessa in San Antonio, TX. This conference presents a valuable opportunity for me to further develop my skills in [Relevant Field] and stay abreast of the latest industry trends, which will directly benefit my work on [Specific Project/Area of Responsibility].

Key Reasons for Attending:

Industry Expertise:

The conference features renowned speakers and sessions focused on [Specific Topics Relevant to Your Work], providing insights that can significantly enhance my knowledge and problem-solving abilities.

Networking Potential:

This event will allow me to connect with key industry professionals, potential collaborators, and peers, fostering valuable relationships that could lead to future opportunities for [Company Name].

Direct Application to Work:

I plan to actively apply the knowledge gained from the conference to [Specific Ways You Will Implement New Information in Your Role], which will contribute to improved efficiency and effectiveness within our team.

Cost Breakdown:

Conference Registration Fee: \$[Amount], Travel Expenses (estimated): \$[Amount], and Accommodation (estimated): \$[Amount] .

Commitment to Share Knowledge:

Upon returning from the conference, I will be eager to share my learnings with the team through [Specific Actions like presentations, brown-bag lunches, internal knowledge sharing sessions].

Please let me know if you require any additional information regarding my request to attend this conference.

Thank you for your consideration.

Sincerely,

[Your Name]