

Hello [Manager Name],

I'm writing to ask for approval to attend Namely's industry conference, HR Redefined 2019, from May 5-7 in New York City. HR Redefined 2019 will bring together hundreds of HR professionals to learn from industry experts, engage with fresh ideas, and network with forward-looking peers.

The conference's three session tracks, engage, analyze, evolve, allow me to set my own agenda based on the projects I'm most focused on. In particular, I believe the X track would help me with my current project of X and X. The conference's keynote speaker, best-selling author Shawn Achor, will share his powerful and innovative ideas on how to foster an environment that supports and engages employees.

At a total cost of about \$XXX, it's the most cost and time-effective way for me to learn and improve on our HR practices. I've included the break down of the total cost below:

Conference Fee:

Airfare / Travel:

Hotel/Accommodations:

Meals:

Other:

This is a great opportunity to network with industry leaders and attend valuable educational sessions to gain HR knowledge and implement best practices for our organization.

Thank you for your consideration, and I hope we can discuss more this week!