

Letter to Request to Attend a Conference, detailed version

Subject: Request for Approval to Attend the 2026 Career Education Convention

Dear [Manager's Name],

I am seeking approval to attend the 2026 Career Education Convention, taking place in Cleveland, OH, from June 22 – 24, 2026.

This convention is the largest gathering of private career education professionals in North America, bringing together sector leaders, industry experts, and innovators in one space. It consistently delivers top-tier keynote speakers, expert-led sessions, and a collaborative environment to connect with others in the field.

Highlights of the Convention:

- **Keynote Speakers:** Three dynamic, thought-provoking keynote sessions.
- **Concurrent Sessions:** Over 30 sessions offering insights on best practices, emerging trends, and innovative solutions.
- **Networking Opportunities:** Connect with peers and colleagues from other institutions.
- **Industry Engagement:** Opportunities to interact and learn from leading industry suppliers.

For more information, you can visit the conference website [here](#).

Estimated Costs:

- **Convention Registration:** [Insert amount]
- **Airfare:** [Insert amount]
- **Transportation to/from Hotel:** [Insert amount]
- **Hotel:** [Insert amount]
- **Meals:** [Insert amount]*
- **Total:** [Insert total amount]

*Please note: The convention includes two receptions, two breakfasts, and two lunches as part of the registration.

Attending this event will enable me to:

- Expand my professional network and build relationships with industry leaders and vendors.
- Participate in educational sessions that provide actionable insights to benefit our organization.
- Stay informed about key industry trends and opportunities.

I believe this is a valuable professional development opportunity that will yield significant benefits for both my role and our organization. I am happy to provide a summary of key takeaways and actionable insights upon my return to share the value of this investment with the team.

Thank you for considering my request. Please let me know if you need additional information or have any questions.

Sincerely,
[Your Name]

Letter to Request to Attend a Conference, condensed version

Subject: Request for Approval to Attend the 2026 Career Education Convention

Dear [Manager's Name],

I am seeking approval to attend the 2026 Career Education Convention, taking place in Cleveland, OH, from June 22 – 24, 2026.

This annual convention gathers leaders, innovators, and industry experts to explore trends, share insights, and connect with peers. It features thought-provoking keynote speakers, expert-led concurrent sessions, and unparalleled networking opportunities, making it an invaluable resource for staying at the forefront of our industry.

The total cost to attend the convention is [insert total cost], which includes the registration fee, travel, and accommodations.

Attending this event will provide me with:

- **Invaluable Networking Opportunities:** Connecting with industry leaders and vendors to foster relationships that could benefit our organization.
- **Educational Insights:** Access to sessions on best practices, innovative solutions, and emerging trends in career education.
- **Actionable Takeaways:** Practical knowledge to enhance my contributions to our team and improve outcomes in our work.

I believe this is a worthwhile investment that will provide immediate and long-term benefits to both my professional development and our organization. I would be happy to share key learnings and insights with the team upon my return to ensure the value is maximized.

Thank you for considering this request. Please let me know if you need additional details to assist in making a decision.

Sincerely,
[Your Name]