Hi [Manager Name],

I would like to attend the **2018 Future Leaders Forum,** 26-28 July, in Austin, Texas, where I will learn how today’s leadership trends can be incorporated into our practices to advance not only my professional development, but the bottom line of [insert organization name]. I’ll also discover what people are doing now and how they are tackling challenges similar to the ones our organization faces.

This is *the* event for technology students and young professionals, and will provide me with opportunities to meet and learn from tech leaders and pioneers from a broad array of fields. Networking is an enormous part of this event; the community aspect is huge! Coming together with talent development professionals and hearing what colleagues are doing—or not doing, for that matter—provides invaluable learning opportunities.

**Top 5 Benefits of Attending:**

1. **Connect and Thrive!**Today’s workforce has different motivators, expects a differently structured workplace, and has new ways of communicating. This one-of-a-kind forum seeks to proactively assist you in navigating and acquiring the tools you need to thrive in today’s changing world in order to increase your value as a team member and leader.

The forum will be an innovative and engaging experience with insightful and thoughtful content married with fun activities to promote discussions on the issues that matter most to today’s workforce. This year focuses on four themes (Lead, Empower, Adapt, and Design) and will feature exciting speakers, interactive sessions, and opportunities to network through culturally inspired activities while you make friends and grow your professional community.
2. **Meet and Learn From the Trendsetters.**Our speakers, attendees, and exhibitors are at the forefront of their respective fields; they are the game-changers. And they won’t just be presenting to you; they’ll be sitting next to you, attending sessions, and having lunch with you. This is your opportunity to find out how to stay ahead of the curve!
3. **Networking.**Meet hundreds of your peers who are also passionate about developing the technologies of tomorrow. This is your chance to get up close and personal with them. You’ll walk away with a new set of contacts for collaboration and sharing best practices.
4. **Stay Relevant.**If you want to be a leader in your profession, you have to know the latest trends and how to implement them in your organization. With several sessions focused on leadership in each track, trendsetting speakers, and networking opportunities galore, there is no better place to find inspiration than FLF 2018.
5. **Inspire Your Team.**Take what you learn from FLF 2018 and share it with your team. You’ll have the tools and know-how to implement the latest talent development strategies. It’s not just about your personal development. By successfully using what you learn at FLF 2018, you’ll improve your organization’s bottom line!

My estimated costs for attending FLF 2018 are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals. This estimate assumes that I register by 30 April 2018, to receive the early bird rate discount.

FLF 2018 is integral to my professional development. I will bring back new ideas, best practices, and solutions that we can implement right away. Additionally, I will develop an overview of what I’ve learned and actionable takeaways for the team so that we can work together to move the department and [insert organization name] forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]