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Dear **<Insert Manager**’**s Name>,**

I would like your approval to attend the second-annual Talent Development Think Tank this upcoming fall. It is taking place November 6-7, 2024 in Orlando, Florida.

The biggest difference between the Talent Development Think Tank and other learning/talent events is that the Think Tank is filled with *interactive* sessions focusing on some of the most important issues facing anyone who is tasked with carrying out a talent & learning strategy. Most conferences in our space have many good speakers, but the audience members don’t have much opportunity to contribute to the conversation. I think the opportunity for peer learning and networking will provide a significant ROI in terms of improving the projects we are launching in 2024 and beyond.

Here are a few other reasons I really want to attend:

1. They have some fantastic keynote speakers in addition to the interactive sessions – names to be announced soon.
2. There are learning & talent leaders attending from a variety of companies with robust learning strategies in place.
3. It will be a more intimate event than most conferences, with about 100 learning & talent leaders attending rather than thousands of (mostly early career) HR professionals, vendors and consultants.
4. Ongoing community – the organizers of the Talent Development Think Tank also have a community of people in roles like mine and multiple opportunities for us to stay connected, learn, network, and benchmark with each other.

Here is what I can expect to walk away from the conference with:

1. Industry trends and insights so that I can learn how to best attract, develop, and retain our best people in our organization.
2. Best practices, proven strategies and examples of what other companies and industries are doing. This can result in getting results quicker and more efficiently and hopefully avoiding common pitfalls others have experienced.
3. A larger network of industry peers, experts & thought leaders. This will be an opportunity for me to build valuable connections that will support me in excelling in my current role.

I’ve broken down the approximate cost of my attendance:

Airfare: $xxx

Hotel: $xxx

Conference: $1,395

**Total: $xxx**

Upon my return from the Talent Development Think Tank, I will share key takeaways, including those that we can implement immediately to maximize our 2024 strategies and impact the results for which we are held responsible to deliver. I know we’ll quickly recoup the investment you’ll be making by approving this request.

Thank you for your consideration of this request. The Think Tank organizers have negotiated a discounted rate at the hotel where it is taking place while rooms last, and ticket prices for the event go up as the event gets closer. Therefore, I appreciate your immediate attention to my request.

Regards,