Dear [SUPERVISOR NAME],

Registration is now open for Ragan’s Employee Communications & Culture Conference, and I am interested in attending on behalf of [ORGANIZATION]. I would like to get your approval to attend this event in Chicago, IL, from April 16 to April 18.

This conference is the leading event for internal communications professionals, and while I’m there I will hear from and network with comms leads from major brands and organizations. Topics will include AI, Crisis Management, Strategy, Intranets, Writing, DEI, Manager Comms, ERGs, the Employee Journey, Social Media, and many more subjects crucial to creating an authentic, powerful employee experience.

I am looking forward to having the opportunity to apply what I learn to projects I am currently working on, such as [PROJECT NAME]. Below is a list of the sessions I believe will be the most impactful to the organization and strengthen my professional development.

Session 1:

Session 2:

Session 3:

I believe that attending this event will allow me to grow as a professional, develop my skill set, gain new perspectives, and explore my professional interests. More specifically, here are three goals I am looking to accomplish by attending the Employee Communications & Culture Conference:

Goal 1:

Goal 2:

Goal 3:

For your convenience, I have included a breakdown of how much it will cost for me to attend.

**Registration Fee:**

**Airfare/Travel:**

**Hotel:**

**Additional Expenses:**

**Early Bird Discounts/Promotions:**

**What’s Included with Registration:**conference sessions, breakfast, lunch, and snack breaks.

**Approximate Total:**

To ensure this experience benefits my entire team, I am willing to give a brief presentation after attending to share what I have learned. I can also create an action plan that incorporates the tools, resources, and strategies I discover so my team can start using them right away.

To learn more about Ragan’s Employee Communications & Culture Conference [click here.](https://www.ragan.com/store/employee-communications-and-culture-conference/)

Thank you for taking the time to review this request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns I can address.

Sincerely,

[YOUR NAME]