Dear [SUPERVISOR NAME],

Registration is now open for Ragan’s Employee Experience Conference, and I am interested in attending on behalf of [ORGANIZATION]. I would like to get your approval to attend this event in Nashville, TN, from August 12 to August 14.

This conference is the leading event for improving employee engagement, retention, and satisfaction, and while I’m there I will hear from and network with comms and HR leads from major brands and organizations. I’ll leave with the strategies, insights and skills needed to help boost performance, manage change and create growth pathways that tie back to larger business goals.

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 Experience 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 Experience Conference [click here.](https://www.ragan.com/store/the-employee-experience-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]