

Letter of Request to Attend a Conference

Attending an educational conference is invaluable, not only to furthering your career, but also to benefiting the company where you work. From gaining new skills to making important connections, attending a conference can be a win-win. But, getting your boss to agree to let you off work, and pay for the experience, can be a challenge.

The Master's Conference understands that the way you approach your employer, makes all the difference in getting the green light! Writing an official letter of request is a great tool to help your boss understand the importance and benefits of your attendance.

Your letter should contain relevant information, including:

Name of Event

Dates

Location

Topic

Keynote Speakers

Benefits

Reviews

We are sharing two samples of letters you can use as a template to write your boss a letter of request to attend a conference.

Sample 1

Dear [Boss],

I am writing to request your permission to attend the [name of conference] on [date] at [venue]. This is a one-day conference that brings together experts and practitioners from [industry or field] to share insights and best practices on [topic of conference].

I learned about this conference from [source], and I believe attending will be highly beneficial for myself and the company. The conference agenda includes sessions on [list several topics], which are relevant to our company's current projects and goals.

Attending this conference will provide me with valuable knowledge and skills that I can apply to enhance my work, and also share with our team.

The cost of attending this conference is [amount], which includes registration, travel, accommodation and meals. I have attached a detailed breakdown of the expenses for your review. This is an incredible opportunity and a great investment for our department

and organization.

Thank you for your consideration and support. I look forward to participating and implementing this new knowledge here at [Insert company].

Sincerely,

[Your name]

Sample 2

Dear [Boss],

As someone who is passionate about our industry, I believe that staying up-to-date with the most current professional knowledge and skills is vital to the success of our staff and candidates.

To that end, I would like to attend TechRecruit, a leading one day conference to educate talent acquisition and recruitment professionals on HRTech innovations to attract talent across all industries.

The conference focuses on the technology used in recruitment to make our jobs more efficient. This event is taught in a rapid learning format. There are only two conferences this year; LAXTechRecruit and MidWestTechRecruit.

TechRecruit offers more than 8 hours of panel discussions and talks featuring more than 35 top industry speakers. This one day learning curriculum is packed with actionable content. There are three tracks for c-suite, managers and practitioners. The pricing includes access to all the sessions, panels and workshops, plus the keynote address. Rates increase the week of the conference, so it's cost effective to register soon. Plus, we'll get a great discount if we send the whole team!

Attending the conference will enhance my professional knowledge and skills. This, in-turn, will empower me to provide better care for my hiring managers and candidates. I will pass on what I learn to my co-workers, and (your company) will strengthen its commitment to investing in employees by helping them flourish through education and learning programs.

I invite you to visit their website to learn more: www.TechRecruit.io

Thank you for saying YES!

Sincerely,

[Your Name]