[GREETING]

I am writing to ask for your support in attending BPC Denver, a conference hosted by the Association of Proposal Management Professionals. This event takes place from May 13 to May 16 and is designed specifically for business-winning professionals. It features a series of educational sessions and networking opportunities that are highly relevant to my role.

By attending this conference, I will gain actionable knowledge that I am committed to applying to my role, helping me to drive better business outcomes for [COMPANY].

The sessions, keynote speakers, and networking opportunities all give me the opportunity to learn the latest and most innovative strategies for winning business from some of the best in my profession. Gaining these comprehensive insights all in one place will save considerable time, money, and effort compared to independent training and research.

Post-event, I will provide a comprehensive report outlining the key takeaways and proposed implementations that align with our company’s objectives.

I would be out of the office between [time frame for out of office], and the registration cost is [member or nonmember rate].

I am confident that this investment will yield substantial returns for both my professional development and our organization’s success. I am enthusiastic about applying what I learn directly to our ongoing projects, and I look forward to bringing more value to our organization.

Thank you for your thoughtful consideration of this investment.

[CLOSING]