[GREETING]

I want to bring more value to my role at [COMPANY], and I believe I can do this by attending a professional development and networking conference specifically for bid/proposal professionals.

On May 22-25, in Dallas, Texas, Bid & Proposal Con 2022 offers three days of education sessions and networking events, including topics that I believe apply to my role:

[indicate 5-10 sessions/activities that relate to your role]

Attending these seminars in one place will save time and effort it would take to research each of these topics separately.

In addition to bringing back fresh ideas and concepts from industry experts, I would also be expanding my network of colleagues to support me in the future potentially.

I am happy to provide a report after the event, to illustrate takeaways and experiences gained from the conference.

My time away would be from [leave date] – [return date].

The approximate cost for travel and registration is [round to the nearest hundred dollars, and don’t underestimate!].

Attending this conference is a rare opportunity for me to meet and learn from people who do exactly what I do, and I would immediately apply what I learn to my current projects.

I appreciate your considering this investment.

[CLOSING]