Hi [insert Manager Name],

I would like to attend the Philly SHRM Symposium on March 29-30, 2017, at the Sheraton in Philadelphia. This is my chance to step- up my game, join discussions, discover like-minded professionals and create personal connections with industry peers. This will not only further my professional development, but advance our department and organization as a whole. I will have the opportunity to hear from some amazing speakers, get HRCI and SHRM Professional Development credits, as well as rub elbows and exchange strategies with 400+ HR and business leaders in hopes to make our [insert organization name] more productive and competitive.

* **Meet and Learn From the Best.** The Symposium speakers, attendees, and exhibitors are at the forefront of the industry. This is a great opportunity to learn tips and tricks from other top business and HR professionals. We can apply those practices to [insert your organization name].
* **Networking.** I’ll make new connections with peers and find out how they are managing common challenges. Additionally I will meet potential partners, vendors, and new employees who could help us with [insert current issue you are dealing with].
* **Take my development to the next level.** I’ll hear from business leaders, HR practitioners, consultants and academia who will equip me with tools, strategies, and actionable insights that I’ll be able to implement immediately. By spending a day with experts I hope to explore new ways to engage, learn, and connect. I’ll also determine the best strategies and solutions to bring back to our organization.
* **Stay Relevant.** If we want to be and stay relevant in our profession we must embrace, understand, and integrate new ideas and best practices into our organization. There is no better place to learn how to do this successfully than at the Symposium.
* **Inspire Our Team.** I’ll take what I learn from the Symposium and share it with our team. I’ll leave the conference with the tools and know-how to be a better leader to help our team reach its potential which in turn will positively affect [organizations name’s] bottom line.

I’ve attached an outline of the sessions I plan to attend and the exhibitors I plan to visit. [attach session and exhibitor worksheet]

My projected costs for attending the Philly SHRM Symposium are [insert cost from worksheet]. This includes [include the appropriate categories: registration, transportation, lodging, events, and meals]. This estimate assumes that I register before January 31, 2017, to receive the early bird discount.

The Symposium is one of the most cost-effective conferences of its size that is devoted to human resources and business education. I will bring back new ideas, best practices and new solutions that we can implement right-away. I will also develop an overview of my learnings and actionable takeaways for the team so that we can all work together to move the department and [insert organization name] forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Insert Your Name]