

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval to attend the [Conference Name] scheduled to take place from [Start Date] to [End Date] in [Location]. This conference will provide valuable opportunities for professional development, networking, and insights into the latest advancements in [Industry/Field].

I believe that participating in this event will benefit both my personal growth and our organization by [explain how it will benefit your work or organization]. The conference features keynote speakers, workshops, and sessions that focus on [specific topics relevant to your work].

The estimated cost for attending the conference, including registration, travel, and accommodation, is [provide total amount]. I am prepared to [mention any funding assistance you may be providing, if applicable].

Please let me know if you need any additional information or if there's a formal application process I should follow. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]