

Hi [Manager Name],

I am writing to request your approval to attend ATD 2026 International Conference & EXPO, scheduled to take place from May 17–20 in the vibrant city of Los Angeles, CA.

ATD26 stands as a pinnacle event within the field of learning and development, renowned for providing unparalleled opportunities to acquire the latest insights and best practices in our industry. This conference is not merely an event but a transformative experience that offers invaluable resources to help us tackle the challenges we face. I firmly believe that my participation in this conference will significantly benefit our team and our organization as a whole.

Here are some reasons why attending ATD26 is essential for my professional growth and our department's success:

Cutting-Edge Learning: The conference boasts an impressive lineup of more than 450 educational sessions, grouped into 13 content tracks. These sessions offer in-depth case studies, best practices, and strategies that can directly impact our work. By attending, I will have the opportunity to learn from leading experts and bring back fresh ideas and solutions.

Continuous Learning: Beyond the in-person experience, ATD26 offers access to the ATD26 virtual platform. This resource will enable me to access session recordings and a wealth of additional resources, ensuring that my learning extends well beyond the conference dates.

Networking Opportunities: ATD26 places a significant emphasis on fostering connections and networking. Numerous activities, including receptions, meet-to-eat, and networking nights, will provide me with the chance to connect with professionals from around the world. These interactions can lead to valuable insights and potential collaborations.

Staying Ahead of Trends: In our ever-evolving profession, staying updated on the latest trends is imperative. ATD26 serves as the pulse of the industry, allowing me to gain firsthand knowledge of emerging trends and strategies that we can implement to keep our department and [insert organization name] at the forefront of our field.

ATD26 is integral to my professional development. Additionally, I will develop an overview of what I've learned and actionable takeaways for the team so that we can 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,

[Your Name]