Subject: Request to Attend The Forum’s 20th Annual Conference in March 2024

Dear [Approving Manager],

Professional development is something that is important to me, both on a personal level but also to be able to contribute to the success of our [company/institution/organization].

I would like to request your approval to attend The Forum on Education Abroad’s [20th Annual Conference](https://www.forumea.org/annual-conference.html), which will take place virtually on March 6-7, 2024, and in Boston, Massachusetts, on March 20-22, 2024.

With [more than 90 sessions](https://www.forumea.org/annual-conference-program.html), there will be five full days of learning, skill building, and networking (in addition to [pre-conference workshops](https://www.forumea.org/annual-conference-pre-conference-workshops.html)) with the best and brightest in the field of education abroad. I would like the opportunity to have a seat at the table and bring back valuable learnings and insights that will help us thrive.

Some sessions that I’ve identified as beneficial to myself, and the organization, include:

* NAME OF SESSION
* NAME OF SESSION
* NAME OF SESSION

I feel strongly that the Annual Conference would be helpful for me to attend to improve my work now and gain valuable strategic insight for the future. I hope you agree!

The full conference (on-site and virtual) [registration costs](https://www.forumea.org/annual-conference-registration.html) $749 for Forum Members and $999 for non-members until February 19. Pre-conference workshops carry additional fees.

I would be happy to present what I’ve learned with the team after the conference is complete, to provide key takeaways with interested colleagues, and share my newfound knowledge.

Thank you for considering my request, and I look forward to your response.

Many thanks,

NAME
TITLE