[GREETING]

I am writing to ask for your support in attending BPC Dublin, a conference hosted by the Association of Proposal Management Professionals. This two-day event is designed specifically for business-winning professionals and features a series of educational sessions and networking opportunities that are highly relevant to my role.

By attending this conference, I will gain actionable knowledge that I am committed to applying to my role, helping me to drive better business outcomes for [COMPANY]. The conference includes several key sessions that align directly with my responsibilities, such as:

* [Indicate 3-5 sessions/activities that relate to your role. You could also outline the areas of your role that would be relevant to the sessions, and/or align the sessions to your company’s goals to further illustrate the ROI your organization would receive from your attendance.]

These sessions all give me the opportunity to learn the latest and most innovative strategies for winning business from some of the best in my profession. Gaining these comprehensive insights all in one place will save considerable time, money, and effort compared to independent training and research.

Post-event, I will provide a comprehensive report outlining the key takeaways and proposed implementations that align with our company’s objectives.

I would be out of the office between [time frame for out of office], and the registration cost is [member or nonmember rate].

I am confident that this investment will yield substantial returns for both my professional development and our organisation’s success. I am enthusiastic about applying what I learn directly to our ongoing projects, and I look forward to bringing more value to our organisation.

Thank you for your thoughtful consideration of this investment.

[CLOSING]