Dear [MANAGER’S NAME],

I would like to attend [Rhythm Systems 2023 Breakthrough Conference](https://web.cvent.com/event/b108068c-c636-4f5d-8c0f-05471e83dc6f/summary) in Charlotte, NC, from April 26-27**.** This event is focused on improving and building my personal and leadership skills that will help me with my role here, as well as providing the tools and resources to be successful in getting my work done more effectively.

This is not a typical, passive conference—Rhythm Systems Breakthrough Conference is a working conference. Its purpose is to connect like-minded professionals from all over the country and share best practices, so we can learn from each other and be more successful as teams and individuals.

While attending, I’ll have the opportunity to meet and network with peers who are focused on the same challenges as me. I plan to continue to strengthen my skills in [X], [Y] and [Z], and walk away having learned:

* Goal 1
* Goal 2
* Goal 3

They have developed four specific tracks to help select which sessions to attend:

* CEO Exclusive
* Strategy for Executive Teams
* Talent & HR
* Rhythm Teams

I am particularly interested in the [TRACK NAME], to further my skills in that area, and I’ll be able to build a packed agenda full of sessions relevant to what I’m working on, including [PROJECT NAME].

When I get back from the conference, I will share takeaways with the team, including those that we can implement immediately and some outlines on how we’ll make that happen.

I’ve broken down the approximate cost of my attendance at Breakthrough 2023:

·       **Airfare/Travel:** [$IF APPLICABLE]

·       **Event Registration:** $949 or $1249 with hotel included (Super Early Bird Prices)

·       **TOTAL:** [$AMOUNT]

The earlier I register, the more cost effective it is. **Early bird pricing is only available until Nov. 30th and will save us hundreds of dollars**.

Please let me know if you approve of this request, and thank you for taking the time to review it. I look forward to hearing from you.

Best,

[YOUR NAME]