Hi [Manager Name],

I would like to attend the LTEN Annual Conference, November 8-11, in Aurora, CO. It is the most comprehensive event for life science training professionals and tackles what’s going on in the industry and follows the trends in Learning & Development. We’ve come through a challenging couple of years, and this is my best opportunity to explore the trends, tactics and technologies others are using to develop their teams and drive business impact.

This is also an ideal venue for finding partners who are perfect fits for our specific projects. The learning village exhibit hall is filled with training partners, consultants and technology providers who not only specialize in L&D but who really understand the challenges unique to our industry. [insert current project you are working on; if you don’t have anything in mind, do not include this sentence].

In addition to the learning and sourcing, the event has also implemented safety measures that are in-line with CDC guidance and our own organization’s protocol.

**Top Reasons for Attending:**

1. Explore leading-edge technologies in learning could help our team gain a stronger sense of what’s available and how we can put these tools and techniques into practice.
2. The program is created by learning professionals, experts in instructional design, eLearning development, and L&D leadership.
3. Experts will discuss the cutting-edge industry trends and learning strategies impacting our organization.
4. The practical, focused workshops are future-focused, and they’ll show us how to solve our team’s challenges and use today’s technology in better, more innovative ways.
5. Knowledge sharing so I’ll learn from peer experiences that only come from unscripted conversations.
6. I’ll head back to the office with fresh ideas for my work, and new contacts that our team can reach out to after the conference.
7. The expo is filled with top leading industry suppliers and the latest and greatest tools and technologies, all ready to help us solve our organization’s biggest challenges.
8. As an added bonus, I’ll also get access to the on-demand content in the virtual conference platform as well – opening us up for more learning and networking opportunities.

I’ve attached an outline of the sessions I plan to attend and the exhibitors I plan to visit. [attach session and exhibitor worksheet]

My projected costs for attending the 2021 LTEN Annual Conference are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals. Pro Tip: Visit the [www.LTENconference.com/registration](http://www.LTENconference.com/registration) to see the best rates, discounts and deadlines.

LTEN is a terrific investment and will save us a lot time and money by being the single event where I can find technology, solutions, vendors, and new ideas will bring back new ideas, best practices, and solutions that we can implement right away. 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]