**Subject:** Request to Attend LTEN Annual Conference – July 28-31, 2025

Dear [Name],

I’m writing to request approval to attend the LTEN Annual Conference, taking place this year from July 28-31 at the Gaylord Rockies in Colorado. This conference is the premier event for life sciences training professionals and provides a unique opportunity for learning, networking, and strategic planning during the summer, which aligns perfectly with our team’s schedule.

Here’s how attending will benefit our team and company:

* **Strategic Learning:** The sessions and workshops are tailored to address the latest trends, tools, and best practices in life sciences training. I plan to bring back actionable strategies and insights to improve our current training programs and contribute effectively to our year-end and future planning.
* **All-Inclusive Access:** The early bird registration pass includes everything—access to all workshops, keynotes, and networking events—without any extra fees. Additionally, breakfast, lunch, and refreshment breaks are included, ensuring there are no surprise costs during the event.
* **Cost Savings:** The conference has secured a discounted room rate at the venue hotel, offering major savings on accommodation. By registering early, we can take advantage of the early bird rate, further reducing the overall investment.
* **Networking:** The conference provides the chance to connect with industry peers, thought leaders, and potential partners. These relationships can offer ongoing support, knowledge-sharing, and collaboration opportunities that will directly benefit our team.

With your approval, I will commit to sharing the key takeaways with the team through a post-conference report and discussions, ensuring we maximize the value of the insights gained.

Thank you for considering this request. I believe the knowledge and connections made at this event will significantly benefit our team and contribute to our strategic goals for the upcoming year.

Sincerely,  
[Your Name]

I plan to attend the following sessions to strengthen my professional development:

Following are the Exhibitors that I plan to speak with that I think can help our organization.

Here are the costs associated with attending the LTEN Annual Conference:

|  |  |
| --- | --- |
| Airfare: |  |
| Hotel: |  |
| Registration Fee: |  |
| Miscellaneous (meals/taxi):  **Note:** Breakfast is included Tuesday–Thursday, lunch included Tuesday–Wednesday. Pass includes a number refreshment and coffee breaks. |  |

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team.

I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,