Dear [MANAGER’S NAME],

I would like your approval to attend the APAC Totara User Conference 2019 event from 18 – 19 March 2019**.** This event is dedicated to Totara customers and will specifically focus on case studies in using Totara Learn and Totara Social presented by customers themselves. There are also targeted workshop opportunities. This will assist me in improving my performance.

The purpose of the Totara User Conference is to connect like-minded professionals from across Asia Pacific to share best practices, so that we can learn from each other and be more successful in our businesses.

While attending, I’ll have the opportunity to meet and network with peers who are focused on the same challenges as me. Apart from the content presented in the case study sessions, I will have the opportunity to take part in facilitated discussion groups made up of others with similar challenges and goals, and attend two half-day workshops on day 2. I plan to continue to strengthen my skills in [X], [Y] and [Z], and walk away having learned:

* Goal 1
* Goal 2
* Goal 3

Staff members of the Totara Learning will be attending and speaking on the future product roadmaps and developments of the learning management system that we use, and will provide more insights into what’s available to support our use of the platforms.

I’m confident that my attendance at the APAC Totara User Conference will directly influence the quality of my work on [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 the APAC Totara User Conference 2018:

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

·       **Hotel:** [$IF APPLICABLE]

·       **Event Registration, including 2 workshops:** [$AMOUNT]

·       **TOTAL:** [$AMOUNT]

[The earlier I register, the cheaper I can secure things like significant discounts on hotels. IF APPLICABLE]

You can also learn more about the [event on their booking page.](https://www.eventbrite.co.uk/e/apac-totara-user-conference-2019-tickets-51239898917)

Thank you for taking the time to review this request, and I’m looking forward to hearing from you.

Best,

[YOUR NAME]