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Hi [Manager Name],

Dear [Manager Name],

The purpose of this letter is to request your approval to attend the 2019 BizLibrary Client Conference, ALIGN, August 26-28, in Saint Louis, Missouri.

ALIGN brings together learning professionals and practitioners across industries to discuss best practices and trends within training, employee development, and learning technology. The event features 3 days of BizLibrary solutions training and breakout sessions from BizLibrary clients. This is the only conference that brings together hundreds of professionals in the BizLibrary community and gives attendees direct access to the BizLibrary developers themselves. This conference will not only further my professional development, but advance our department and organization as a whole.

Registration to attend the conference includes:

* Access to all the amazing sessions presented by BizLibrary experts and fellow clients
* Entry to see two industry expert keynote presentations
* Attendance to two memorable networking events
* Breakfast, lunch, dinner, and snack breaks

In addition to the waived registration fee, BizLibrary has also negotiated a discounted hotel room rate of $155/night at the official conference hotel. This special rate ends July 26, 2019.

My goal is to return from the ALIGN Conference with a list of ideas that I can share and begin to immediately implement in our learning and development program. Specifically, I’d like to focus on the following at the conference:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

My projected costs for attending ALIGN are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals.

I know the ALIGN Conference will deliver incredible value, inspire me with new ideas and provide concrete examples to take our program to the next level. It will also help me enhance my BizLibrary network of peers and will give me a first look at upcoming new BizLibrary products.

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

Sincerely,

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