Hi [manager name],

I would like to attend the HR West 2020 Conference from March 9 – 11, 2020 in Oakland, California and know I’ll be able to bring a lot back to the team. Every year, the HR West Conference brings together the latest HR research, topics and trends in the profession to educate and inspire the HR community.

I will hear the latest about what’s going on in the HR profession and how today’s trends can be incorporated into our practices to advance not only my professional development, but the bottom line of [organization name]. I’ll also find out what people are doing now and discover how they are tackling challenges like the ones our team faces. The conference’s session tracks will allow me to set my own agenda based on the projects I’m most focused on.

I look forward to staying ahead of our HR needs with the ever-changing employment laws and compliance demands in California. I’ll be able to hear from HR experts including employment lawyers.

One of the conference’s keynote speakers, leadership development expert Cindy Solomon, will share "Creating a Culture of Courage: The HR Silver Bullet" on Monday, encouraging us how to foster boldness and bright ideas in our roles.

I’ll be able to meet new HR providers and learn about the latest products and solutions available. This will include new, fresh approaches to our HR technology needs, and solving some of our HR challenges.

Additionally, networking is an integral piece of this conference and the HR camaraderie is great! Coming together with HR professionals and hearing what colleagues are doing provides valuable learning opportunities and idea sharing as we all keep up on HR trends and challenges *together*.

If I register at the *Join Now* rate before December 2, 2019, here are my projected costs for attending:

* Conference Registration: **$1,092**
* Travel:
* Hotel/Accommodations:
* Meals:
* Other:

The HR West Conference is integral to my professional development. I’ll be able to 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.

I hope you will consider my request and grant approval for my attendance.

Thank you for your consideration.

Sincerely,

[Your Name]