Dear [Approving Manager],

I am writing to request your approval to attend the Code Writers Workshop, taking place on Friday June 9th in DC. This one-day professional development event is designed for developers and software leaders to strengthen soft skills and contribution in a team setting. I believe this will be a very worthwhile day away from the office.

The theme is *Software Leadership in a New Era*, and includes hands-on workshops, panels and keynote presentations.

The event will have two tracks: one focusing on individual leadership skills, and the other on team and culture management. I plan on attending several talks including: [list talks].

Many of the talks at the Code Writers Workshop align with our goals or specifically address some of our challenges. For example, [list a specific talk that links to a goal]. I plan to learn as much as possible and report back on my findings.

There are also quite a few industry leaders that our team would benefit from meeting, such as [name and company of speaker].

The standard registration price is $115 if purchased by May 31, or $45 if purchased after May 31, and discounted group rates are available. In fact, I think that it could be even more beneficial if a group from my team could go--[names of team members] are also interested.

The cost of entry includes everything at the conference: all the workshops, sessions and keynotes, as well as networking activities, light breakfast, and lunch.

I plan to return with both valuable—and actionable—insight on how I can be a more effective team member, and how our team can be even more productive and thriving. I would appreciate your approval as soon as possible in order to maximize conference discounts. Would you be able to let me know by [date]?

Sincerely,

[Name]

[Title]