Hello [MANAGER NAME],

Investing in my personal development will enable me to best prepare our learners for success. I am writing to ask for approval to attend CompTIA EMEA Member and Partner Conference (EMEACon) 2024, the premier event for CompTIA’s Authorised Partner community to engage and connect with peers, make new contacts, learn new skills and drive learning forward.

EMEACon will take place in London, UK, 21st-22nd October 2024, and I would like to attend to learn more about CompTIA’s product certification roadmap, learning curriculum and industry trends. In addition, EMEACon will provide me with the opportunity to gain expert insight into the evolving landscape of AI, cybersecurity, the latest industry research and more on topics like:

* Building the most effective classroom environment for our learners
* Product demos
* Industry insights from thought leaders
* Workforce trends
* Tool and resources to optimize strategies

[You can learn more about EMEACon here.](https://connect.comptia.org/emea/about)

**Here is an approximate breakdown of the costs:**

|  |  |
| --- | --- |
| Airfare: | £XX |
| Hotel: (2 nights + tax) | £XX |
| Estimated T&E: | £XX |
| Registration Fee\*: | £XXXX |
| Total: | **£XX** |

\*Registration fee includes all materials, breakfast and lunch daily and access to all sessions. Prices do not include processing fees.

I would be happy to schedule a meeting with you post EMEACon to provide you with a summary of the key takeaways and tips I learned in order to maximize our current investments in [ex: learner success, insert organisational initiatives here] I can also share relevant learnings with teammates throughout the company after returning from EMEACon.

Thank you for your consideration, I look forward to your reply.

Regards,

[MY NAME]