Dear [Supervisor’s Name]

I’m writing to ask for approval to attend [PMI® EMEA Congress](https://www.pmi.org/emea-congress), taking place 7–9 May 2018 in Berlin, Germany.

**Why I’d like to attend**As a [insert job title], it’s my job to bring about positive change. But as change is a constant, I need to continually update my skills to be effective.

This year, the focus of PMI® EMEA Congress will be on learning new concepts, skills and behaviours I can apply as soon as I get back to work. It will blend immersive, ‘learning by doing’ workshops and off-site learning sessions with expert presentations on a wide range of relevant topics. I’ll learn about the latest research and trends in my profession. And with hundreds of project, programme and portfolio managers from around the world attending, there’ll be plenty of chances to network and learn from others.

**What I’ll gain**I’ll build new skills in everything from organisational leadership and analytical thinking to customer focus and effective communications. [I’ll also earn at least 17 professional development units (PDUS) I need to maintain my [insert PMI certification(s) you hold]. And I’ll have the opportunity to pre-schedule meetings with solution providers that specialise in business analysis, change management, software & IT solutions, scheduling and more.

**How this will benefit our organisation**I’ll submit a post-event report that will include an executive summary, major takeaways and a set of recommendations for how to apply what I’ve learnt. I’ll also share relevant information with key people throughout the organisation.

I’d like to focus in particular on finding solutions for these business challenges:

* [add your business challenge]
* [add your business challenge]
* [add your business challenge]

**What it’ll cost**

The total cost will be:

That breaks down into:

* [Hotel:](https://www.pmi.org/emea-congress/hotels-and-transportation)
* [Registration fee:](https://www.pmi.org/emea-congress/registration-options)
* Miscellaneous (meals/taxi):

I appreciate your approval and will make sure we get the full value of this event.

Thanks in advance

[INSERT NAME HERE]