< date >

Dear < supervisor’s name >,

As a strategic partner invested in the success of < insert your organization here >, I request approval to attend the World BRMConnect® Conference <insert date/s>.

BRMConnect is a global learning and networking event, the only one of its kind, produced by BRM Institute to further educate and advance the knowledge and skills of professionals. This is an incredible opportunity to gain the knowledge and resources needed to make an impact immediately in our organization. I plan to attend educational sessions designed specifically around driving organizational value, leadership mindsets, BRM knowledge, evolving culture, and innovation. In addition to sessions, there will be one-on-one coaching for all attendees as an added value.

I am requesting approval for the conference registration fee to the conference. Conference registration includes full access to the keynotes, sessions, valuable BRM content on-demand, and the ability to connect with peers and experts to ask questions. There will be optional workshops and certification classes before and after this event.

Here is the cost breakdown:  
• Conference Registration: < $XXX USD>

• Knowledge Offering: < $xxx USD>  
• Total: <$xxx>.

I will submit a post-conference report which will include an executive summary, major takeaways, and a set of recommendations to maximize our current investments in Business Relationship Management.

I am available at your leisure to review my attendance requirements and ensure your expectations are met. Thank you in advance for considering this request!

Sincerely,  
  
< your signature here>  
  
< full name>  
< title>  
< organization>