Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am requesting your approval to attend the 25th annual Administrative Professionals Conference of Canada (APC), taking place June 16-19 at the Westin Harbour Castle Hotel in Toronto.

APC is considered the conference for Administrative Professionals, offering exceptional education at affordable prices. If approved, I’ll return armed with:

* The tools and techniques that today’s admin needs to achieve optimal productivity
* New skills, best practices, and strategies that I will use right away, and share with my colleagues
* Fresh ideas and insights gained from peer-to-peer networking with high level admins from across North America and around the world
* New contacts from companies who offer products to increase my productivity and efficiency, saving the company time and money

Of course, I will ensure my responsibilities are handled by one of colleagues during the days I am attending the conference. The return on your investment in my training and development will begin once I return to work as the information I’ll learn at APC is practical and full of tips and ideas I can implement right away.

If one tip on how to set up Excel spreadsheets saves me 10 minutes of time a day, I will have freed up almost an hour a week. Remember that special project we keep trying to work on? I just found an hour per week to get it done.

I believe my attendance at the Administrative Professional Conference is a worthwhile investment and will offer favorable results towards the continued success of our company. I hope you agree!

Thank you for your consideration,