Dear Boss,

I am writing to request your approval to attend Service Management World, taking place this November in Orlando. This valuable event offers a comprehensive educational program, including sessions on topics directly related to our current employee development and support initiatives; strategies that will help our entire service organization optimize performance and productivity; and ideas on how we more successfully collaborate with the business units, partners and customers we support, and align our goals with our corporation’s broader business objectives.

By attending this event I expect to learn how to implement the latest trends and strategic thinking in service management, employee management, and emerging technologies.

Hundreds of service management professionals, practitioners, and executives from around the world will attend this event. Several activities are scheduled where I will be able to network with these attendees to learn what other leading companies are doing.

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The conference fee is $2,599, with discounts and special incentives if I register early. It includes breakfast and lunch each day, as well as networking activities and special events, receptions, and expo hall entry.

I plan to return with valuable recommendations and best practices for improving our service management operation. I would appreciate your approval as soon as possible in order to maximize both conference and travel discounts.

Sincerely,