**[Manager],**

I’m writing to ask for approval to attend the [2018 Granicus National Summit](https://go.granicus.com/2018-Annual-Event) on April 3, 2018, from 8:30 a.m. – 4:30 p.m. in Washington, D.C.

This free training event is a great opportunity to:

* Network and collaborate with hundreds of federal, state and local government employees.
* Learn from public and private sector thought leaders including: Arizona Department of Transportation, Maryland Department of Natural Resources, Hurst, TX, San Jose, CA, Leon County, FL, and the Department of Labor.

The sessions and workshops at this conference will allow me to:

* Strengthen my understanding of how to develop digital strategies that impact more citizens.
* Assess opportunities for [YOUR ORGANIZATION] to enhance its communication, legislative management, accessibility and citizen engagement strategies.
* Learn how other public sector organizations are increasing transparency, strengthening cybersecurity and improving service delivery to meet citizen expectations.
* Build analytics skills to improve [YOUR ORGANIZATION’S] digital strategy and outcomes.

Attending the Summit will help me gain new knowledge, enabling me to deliver better results on **[X]** project.

I’ve broken down the approximate cost of my attendance at the Summit:

* **Airfare/Travel:** [$IF APPLICABLE]
* **Hotel:** [$IF APPLICABLE]
* **Event Registration:** FREE!
* **Total:** [$AMOUNT]

I can schedule a post-conference meeting with you to summarize the major takeaways and lessons I learned to form an action plan. I can also share relevant information with key personnel throughout [YOUR ORGANIZATION].

Thank you for taking the time to review this request, and I’m looking forward to hearing from you.

Best,

[YOUR NAME]