**[Manager],**

I’m writing to ask for approval to attend the [2019 Granicus National Summit](https://granicus.com/summit19) on May 15, 2019, from 8:30 a.m. – 5:00 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: Texas Parks and Wildlife, Census Bureau, Douglasville, GA, Sandy City, UT, and the Department of Veterans Affairs.

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]