Subject​: Great Testing Conference Opportunity

Hi [Insert Boss’ Name]​,

I am writing to request your approval to attend the STAR*EAST* testing conference, taking place May 3–8, 2020 in Orlando. STAR*EAST* will cover both foundational knowledge and new methodologies to further develop my testing & QA skills, enhance my knowledge, and provide new and exciting business strategies to bring back to the team. You can view the full conference schedule here: <https://stareast.techwell.com/program/schedule>

Some of the highlighted features at STAR*EAST* will include:

* **Speakers**—including world-renowned keynotes dedicated to providing inspiring and motivating talks on topics that matter most to you.
* **Concurrent Sessions**—focused on major testing topics and solutions, including: agile testing, test management, DevOps, test leadership, test automation, AI/ML, and more
* **Tutorials**—in half- and full-day formats; allowing me to take a deeper dive into a specific topic, which will allow me to learn to make improvements to everyday processes
* **Pre-Conference Training Classes**—varying topics from ISTQB® Software Tester Certification, Python for Testers, Agile Test Automation—ICAgile, & more…
* **Networking Events**—including meeting the speakers at lunch, speaker one-on-ones for free consulting, the Expo where I can meet with industry solution providers and demo their products in person, the Test Lab, and others
* **Friday Full-Day Sessions**—held on Friday, May 8, I can cap off my week of learning with choices like the Testing & Quality Leadership Summit, Women Who Test, and the Workshop on Regulated Software Testing (WREST)

Many of the training courses, tutorials, and sessions at STAR*EAST* are clearly aligned with our goals—or specifically address some of our biggest challenges. I can learn how to do more with less—including ways to control costs and increase revenue and production while still bringing a quality product to market. Here are a few of the sessions I would like to attend:

1. [Titles of Sessions and/or Tutorials you plan to attend]
2. [Titles of Sessions and/or Tutorials you plan to attend]
3. [Titles of Sessions and/or Tutorials you plan to attend]

Attending the sessions above would especially help me on these company projects:

1. [Add a project or initiative]
2. [Add a project or initiative]
3. [Add a project or initiative]

Here’s an approximate breakdown of the conference costs:

* Airfare = $ XXX.XX
* Transportation/Parking = $XXX.XX
* Conference Hotel ($209/night at the Rosen Centre Hotel) = $XXX.XX plus taxes
* Meals (breakfast and lunch already included) = $XXX.XX
* Registration Fee: $ XXX.XX [<https://stareast.techwell.com/pricing-packages> for options]
* Total:​$ XXX.XX

I would appreciate your approval as soon as possible in order to maximize both conference and travel discounts. Thank you for considering this request. I look forward to your reply.

Regards,

[Your Signature]