

Dear <<Boss>>,

I am requesting approval to attend the Distance Teaching & Learning (DT&L) annual conference from August 4 -6, 2020 in Madison, WI.

As you may already know, DT&L isn't just a conference; it's an opportunity to interact and network with a community of educators with ideas and experience to share. The goal of the conference is simple: to provide attendees with a transformative professional development experience at an affordable price. With more than 100 distance education-focused sessions, I'm confident I will return from the conference equipped to elevate my work and the work of our team. DT&L provides far more immediate value than the cost to attend.

Some of the primary aspects of the conference that I am most excited about (with more opportunities yet to be discovered):

- Attending Keynote sessions and other presentations by nationally recognized thought leaders and experts who have brought great value to their institutions through distance education;
- Brining home ideas for using new and emerging technologies to online teaching and learning;
- Connecting with distance educators, trainers, practitioners, and administrators from around the world to apply new best practices to our work;
- Networking with leaders who will be sharing tools, products, and services that could increase our productivity and improve our online practice.

When I return from DT&L, I will be prepared to offer recommendations that make us more successful. I'll also plan to share what I've learned about <<ABC>> to help our <<company/organization/university>> with initiative <<XYZ>>.

Thank you for your consideration. I've attached a budget template for attending the conference, and if you have any questions about it or the conference itself, I am happy to answer them.

Sincerely,

<<Your Signature>>