**PeopleFWD 2018 Proposal**

To:

From:

Re: PeopleFWD 2018

I’m writing to request approval to attend **PeopleFWD 2018**, which is taking place October 17–18, 2018, in San Francisco Bay Area, CA. Featuring an inspiring program led by people development and industry experts, PeopleFWD 2018 will provide deep insights and practical solutions needed to address today’s changing work, employee experience, and organizational trends.

In particular, I’d like to focus on finding solutions that would benefit these initiatives within our organization:

* [***add project name or initiative***]
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In addition, having opportunities to network with peers and people development professionals throughout the conference, PeopleFWD 2018 will offer the chance to problem-solve, discuss challenges, and share best practices.

Here is an approximate breakdown of the conference costs:

Registration Fee: $ 545 (Super early bird)

Pre-conference workshop(s): $ XX

Airfare: $ XX

Hotel: (1 night at $262+tax) $ XX

Meals: (1 day at $xx) $ XX

Total: $ XX

I am working on ways to reduce overall expenses. I will also submit a post-conference report that will include an executive summary, major takeaways, and a set of recommendations for [***company name***].

Thank you for considering this request to invest in the future of our business. I look forward to your reply.

Regards,