Dear [SUPERVISOR NAME],

Registration is now open for the ICPA (International Compliance Professionals Association) Fall Conference, and I am interested in attending on behalf of [ORGANIZATION]. I would like to get your approval to attend this event in San Antonio, TX from 9/10/23 to 9/12/23 with an optional workshop on 9/13/23.

This event has an import, export and general track running simultaneously covering all aspects of International Trade Compliance. I am looking forward to having the opportunity to apply what I learn to projects I am currently working on, such as [PROJECT NAME]. Below is a list of the sessions I believe will be the most impactful to the organization. Click [here](https://www.icpainc.org/wp-content/uploads/2023/07/2023-Fall-Agenda-072323.pdf?v=1691075931) for the complete agenda.

* **Session 1:** Insert the name of the session here.
* **Session 2:** Insert the name of the session here.

I believe that attending this event will allow me to grow as a professional, develop my skill set, gain new perspectives, and explore my professional interests. More specifically, here are three goals I am looking to accomplish by attending [EVENT NAME]:

* **Goal 1:**Explain your goal here.
* **Goal 2:**Explain your goal here.
* **Goal 3:**Explain your goal here.

For your convenience, I have included a breakdown of how much it will cost for me to attend.

* **Conference Registration Fee:** $675
* **Optional Workshop Registration Fee:** $200
* **Airfare/Travel:** [INSERT COST]
* **Hotel:**  - $220 per night
* **Additional Expenses:**[INSERT COSTS]
* **What’s Included with Registration:**
	+ Full Conference Pass to Sessions of Choice
	+ A Recording of All Sessions for 90 Days
	+ Conference Presentations
	+ Breakfast, Lunch, Breaks
	+ Networking Reception
	+ Access to Trade Compliance Attorney’s, Consultants, Service Providers, and Industry Peers
* **Approximate Total:** [CALCULATE TOTAL COST]

To ensure this experience benefits my entire team, I am willing to give a brief presentation after attending to share what I have learned. I can also create an action plan that incorporates the tools, resources, and strategies I discover so my team can start using them right away.

To learn more about the ICPA Annual Conference, visit <https://cvent.me/voqogg>

Thank you for taking the time to review this request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns I can address.

Sincerely,

[YOUR NAME]