Dear [Supervisor’s Name],

I am eager to attend the 26thth Annual Corporate Governance Conference hosted by Governance Professionals of Canada (GPC) in Whistler, BC, from August 25-27, 2024.

The GPC conference is a key event for understanding the latest trends, challenges, and best practices in corporate governance. I am convinced that my participation will bring significant benefits to [your company or department], especially in areas directly impacting our current and future projects.

I have included the conference program for your review. I am particularly interested in [session name] because its objectives align directly with our ongoing project on [insert specific project or initiative], offering valuable insights and strategies.

The total cost of attending the GPC 2024 Conference is approximately [insert cost from worksheet]. This amount covers all necessary expenses, including transportation, accommodation, and registration fees, assuming I take advantage of the early registration discount available until [insert early-bird deadline date]. A detailed cost breakdown is attached for your reference.

While there is an upfront cost to attend, it represents a strategic investment. The conference qualifies for continuing education credits at no extra charge and reduces the need for additional training sessions, such as [list any webinars or classes you won’t need to attend]. Following the conference, I will prepare and submit a detailed report outlining key takeaways, tips, and recommendations, which I will share with our team and key personnel across the company.

I would appreciate the opportunity to discuss my proposed attendance at the GPC Conference with you further and would be delighted if you would consider attending as well.

Thank you very much for considering this opportunity.

Sincerely,

[Your Name]