

Convince Your Boss Letters

Building your case to attend ATD23 can be challenging if you don't know where to start. Here is a sample letter that will help you explain to your boss why you should attend.

Dear [Manager Name],

I would like to ask for your approval to attend the **ATD 2023 International Conference & EXPO** taking place on May 21-24 in San Diego, California. This is the annual industry-defining event for talent development professionals around the world. It is a great opportunity to learn what's going on in the industry and how today's trends can be incorporated into [Company Name]'s practices and bottom line while also advancing my professional development.

ATD23 has more than 300 educational sessions facilitated by a variety of speakers, which will allow me to choose the appropriate session for where I am in the profession. This is not only an opportunity for me to improve my skills but also to provide new strategies and solutions to solve some of our biggest challenges.

This event encompasses the entire industry and has the world's largest talent development expo. With more than 400 exhibits to visit, I'll meet new suppliers and learn about the latest products and solutions available. Additionally, networking is an enormous part of this event. ATD organizes networking opportunities so attendees can speak with other colleagues about what is going on in the industry.

If I attend the conference, I will learn what strategies my peers are implementing and discover how they are addressing similar issues. What I'm planning to accomplish by attending ATD23 is:

- [Insert first goal].
- [Insert second goal].
- [Insert third goal].

ATD23 is integral to my professional development and a terrific investment. I will bring back new ideas, best practices, and solutions that we can implement right away. Additionally, I will develop an overview of what I've learned and actionable takeaways for the team so that we can work together to move the department and [Company Name] forward. I hope you will consider my request and grant me approval to attend. Thank you for your consideration.

Sincerely,

[Your Name]

