Hi [Manager Name],

I wanted to approach you with an exciting opportunity for me to attend this year’s [**ACMP Midwest**](https://www.acmpmidwest.org/change-connect-conference)

[**Change Connect Conference**](https://www.acmpmidwest.org/change-connect-conference) on October 29 in Chicago. Every year, the Association for Change Management Professionals (ACMP) Midwest holds their Change Connect Conference, bringing together a variety of change management practitioners spanning from experts through novices. This conference focuses on learning best practices and discussing thought leadership for managing change across a variety of industries and organizations. This year’s conference will focus on **Humanizing Change in the 4th Industrial Revolution, or 4IR: Maximizing Human Connectivity in the Digital Age.**

We know change is ubiquitous and as such, my top 5 learning goals will be:

1. **Find real solutions to our top challenges.** I will learn what’s going on in the world of change management by hearing from the speakers, including keynote speaker Paul Gibbons. I will find out what strategies my peers are implementing and discover how they are tackling issues similar to the ones we are facing. In short, I’ll learn new strategies and solutions to solve some of our biggest challenges.
2. **Practice problem-solving while giving back to the community.** I will also have the opportunity to participate in a collaborative problem-solving workshop that is partnered with Far South CDC, a nonprofit in the Chicago area. This innovative learning approach combines application of theory, peer to peer learning and networking in a professionally facilitated session similar to a Hack-A-Thon. This provides a valuable opportunity to put into practice the change strategies I will be learning about, while giving back to the community.
3. **Meet and learn from thought leaders.** ACMP speakers & attendees are at the forefront of the industry; they are the game changers. This is a great opportunity to find out how they stay ahead of the curve. We can apply those practices to [insert your organization name].
4. **Networking.** I’ll make new connections with peers and find out how they are managing common challenges. Additionally, I will meet potential partners and new employees who could help us with [insert current change management issue you are dealing with].
5. **Inspire and educate our team.** I’ll take what I learn from ACMP Midwest Change Connect Conference and share it with the team. I’ll have the tools and know-how to implement the latest and greatest change management strategies. It’s not just about my personal development. By successfully using what I learn at ACMP Midwest, I’ll help us improve [insert organization’s name]’s bottom line!

Attached please find the Agenda. I have outlined the speakers [insert speakers from the website] and working sessions I plan to attend.

My projected costs for attending the ACMP Midwest Change Connect Conference are [insert pricing from website]. This includes registration, transportation, lodging, events, and meals.

The ACMP Midwest Change Connect Conference is integral to my professional development. 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 [insert organization name]’s change management practices forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[insert your name]