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Dear Supervisor,

**DevLearn Conference & Expo** **is North America's leading learning technology event**. This premier event features proven strategies for creating innovative and impactful learning experiences plus opportunities to explore cutting-edge L&D technologies to help us advance learning in our organization.

I'm writing to request approval to attend DevLearn 2025, taking place **November 12 – 14 in Las Vegas, Nevada**. Over three days I will get to choose from more than 200 sessions, including case studies, from industry leaders on key topics that will directly impact my work.

I believe that my attendance at this event will benefit our organization for the following reasons:

* I’ll get innovative, real-world ideas on how to improve our learning programs from case studies presented by people who solved the challenges our team is currently facing.
* I’ll return with fresh ideas for my work and new contacts that you and our team can reach out to after the conference by networking with thousands of L&D professionals and hundreds of solution providers.
* I’ll learn how to solve our team’s current and future challenges with future-learning discussions presented by expert speakers on emerging industry trends and L&D strategies impacting our organization.
* I’ll discover the latest tools and techniques we can put into practice to increase our productivity and efficiency in an Expo dedicated to the best, leading-edge technologies in learning.

Here are my projected costs for attending DevLearn 2025 Conference & Expo:

* **Airfare**  $XX
* **Hotel** $XX
* **Meals\*** $XX

*\*Lunch is included November 12 & 13*

* **Registration Fee** $XX

Total: $XX

Upon return, I'll be happy to share my learnings and insights through a comprehensive report and lead a team discussion to ensure everyone benefits from this valuable experience.

Thank you for considering this request. I look forward to your reply!

You can check out the conference website here: [www.DevLearn.com](https://devlearn.com/?utm_campaign=dl25letter&utm_medium=link&utm_source=lettertemplate)

Sincerely,

Your Name Here