

Sample Letter to My Boss Requesting Permission to Travel

Subject: Request for Travel Approval – Attendance at Annual Marketing Innovators Conference

Dear [Boss's Name],

I hope this message finds you well. I am writing to request your approval for my travel to New York City from June 15-17, to attend the Annual Marketing Innovators Conference. This event gathers industry leaders and pioneers, offering workshops and panels that are directly relevant to our current projects, especially the upcoming product launch.

The conference will enable me to deepen our understanding of the latest marketing strategies and technologies, ensuring we remain at the forefront of industry trends. The insights gained could be vital in enhancing our strategies, potentially increasing our market share and improving client satisfaction.

Here is a brief overview of the travel plan and anticipated expenses:

- **June 15:** Travel to NYC, conference check-in (\$300 for travel & accommodation)
- **June 16:** Attend workshops and network with potential partners (\$150 for meals and incidentals)
- **June 17:** Conclusion of conference and travel back home (\$300 for travel)

During my absence, I have arranged for [Colleague's Name] to cover my daily responsibilities, ensuring no disruption in our team's productivity. We have discussed all ongoing projects, and [Colleague's Name] is fully briefed to handle any immediate decisions or issues that may arise.

I believe this conference is a significant opportunity for professional growth and direct benefit to our team. I have attached the conference agenda and an

outline of sessions I plan to attend, highlighting how these align with our department's goals.

Please let me know if there are any concerns or further details you need regarding this trip. I am happy to adjust the plans as necessary to fit the team's schedules and priorities. Thank you for considering this request. I look forward to your feedback and hope for a positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]