Subject: Great Testing Conference Opportunity

Hi [Insert Manager’s Name],

I am writing to request your approval to attend the STAR*CANADA* testing conference, taking place October 20–25, 2019 in Toronto. STAR*CANADA* will cover both foundational knowledge and new methodologies to further develop my testing & QA skills, enhance my knowledge, and provide new and exciting business strategies to bring back to the team. You can view the full conference schedule here: <https://starcanada.techwell.com/program/schedule>

Some of the highlighted features at STAR*CANADA* will include:

* 42+ Speakers—including world-renowned keynotes
* 28 Concurrent Sessions—focused on major testing topics and solutions, including: agile testing, test techniques, metrics, mobile testing, test automation, and more
* 10+ Tutorials—in half- and full-day formats; consistently one of the most highly recommended features of the entire conference
* 6+ Pre-Conference Training Classes—offering 4 different classes covering varying topics from ISTQB® or ICAgile certification to Integrating DevOps with Testing or Mobile Application Testing
* Networking Events—including meeting speakers one-on-ones for free consulting with the Genius Testing Bar, the Expo where I can meet with industry solution providers and demo their products in person, speed networking, and others

Many of the training courses, tutorials, and sessions at STAR*CANADA* are clearly aligned with our goals—or specifically address some of our biggest challenges. I can learn how to do more with less—including ways to control costs and increase revenue and production while still bringing a quality product to market. Here are a few of the sessions I would like to attend:

1. [Titles of Sessions and/or Tutorials you plan to attend]
2. [Titles of Sessions and/or Tutorials you plan to attend]
3. [Titles of Sessions and/or Tutorials you plan to attend]

Attending the sessions above would especially help me on these company projects:

1. [Add a project or initiative]
2. [Add a project or initiative]
3. [Add a project or initiative]

Here’s an approximate breakdown of the conference costs:

* Airfare = $ XXX.XX
* Transportation/Parking = $XXX.XX
* Conference Hotel ($229 CAD/night at the Hyatt Regency Toronto) = $XXX.XX plus taxes
* Meals (breakfast and lunch already included) = $XXX.XX
* Registration Fee: $ XXX.XX [<https://starcanada.techwell.com/pricing-packages> for options]
* Total: $ XXX.XX

I would appreciate your approval as soon as possible in order to maximize both conference and travel discounts. Thank you for considering this request. I look forward to your reply.

Regards,

[Your Signature]