Subject: Annual Toastmasters Public Speaking Conference (June 2022)

Dear <insert Approving Manager name>,

I’m emailing you with the request to attend Annual Toastmasters Public Speaking Conference, a three day event taking place between Friday 10th – Sunday 12th June 2022 in Brno, Czech Republic.

The conference is the perfect event for all individuals interested in public speaking and leadership skills; skills that are particularly relevant for my current position and in line with my development plan.

The conference features many guest speakers, keynote speaker, 20+ workshops and motivational talks led by public speaking experts and professionals; all of which will significantly benefit my work.

The keynote this year will be delivered by Olivia Schofield (<https://oliviaschofield.com/>)

Usual topics: Storytelling, Critical thinking, Feedback across cultures, Improvisation skills, Debating skills, Vocal exercises and much more.

Please check out the conference website at [www.residentialweekend.cz](http://www.residentialweekend.cz) and I have also been following the conference Facebook page @Residentialweekend and there is a lot of excitement about this event!

The total cost to attend the conference will be the registration fee of CZK xxx (insert price for Early Bird / Standard / Late fee) which includes the following:

* Access to all workshops and keynote speech
* 2 nights’ accommodation in 4\* Quality Hotel Brno Exhibition Centre
* All meals throughout the event as follows:

                         Friday:          Dinner

                         Saturday:     Breakfast / Lunch / Dinner and 2x coffee breaks

                         Sunday:      Breakfast / Coffee Break (lunch not included)

* Water throughout the event and during meals
* Tea / coffee during coffee breaks

Considering this event starts on Friday 10th June, I would only miss 1 day of work (Friday 10th June 2022).

I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with public speaking and leadership experts, meet the keynote speaker, attend valuable educational sessions and gain new skills and knowledge. I truly believe my attendance at this conference is a wise investment and will pay off for years to come.

I would also be happy to submit a post-conference report or write a blog post for our team that will include an executive summary, major takeaways, tips and pictures from the conference.

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

Regards,

Signature