Customize the information below and share it with your boss!

**PMWest 2023 Annual Conference**

**November 17, 2023**

Dear [Insert Manager’s Name],

I’m writing to ask for your approval to attend the [PMWest 2023 Conference,](https://pmi.bc.ca/2023-conference) scheduled to take place on November 17 in downtown Vancouver.

PMWest is the biggest gathering of project management experts in the Western region. Hosted by the PMI Canadian West Coast Chapter, the annual conference attracts aspiring project managers to senior-level PM’s, offers top-quality educational content and impactful networking opportunities.

I believe my attendance is critical, not only for my professional development, but to bring back practical knowledge that will improve daily work in our department. The 2023 conference theme is **i3** – **Ignite**, **Innovate**, and **Impact**. I’ll take part in aspiring talks, expert-led sessions, and learn what’s new in the world of project management. There will also be dedicated time for me to learn more about products and services that potentially can support our professional needs.

On top of all that, I will be able to earn up to 6 PDU’s to maintain my certification(s).

When I return to work, I’ll submit a post-event report with an executive summary, major takeaways, and a set of recommendations. I can also share relevant information with key people in our department during a lunch & learn session.

Here are the costs of attending the PMWest 2023 Conference (if applicable):

* Registration Fee: $450 (member) or $570 (non-member)
* Hotel:
* Travel:
* Miscellaneous:

I’d be glad to discuss this request and answer any questions you may have. I’m confident attending the PMWest 2023 Conference would be advantageous for the department and my job performance.

I appreciate your consideration.

Sincerely,

[INSERT YOUR NAME HERE]