Hi [insert Manager Name],

I would like to attend the Lancaster SHRM [insert webinar, professional development event or networking event plus the session name] on [insert date]. This is my chance to step- up my game, join discussions, discover like-minded professionals and create personal connections with industry peers. This event will not only further my professional development, but advance our department and organization as a whole.

· Meet and Learn From the Best. Lancaster SHRM’s event speakers, attendees and board members are at the forefront of the industry. This is a great opportunity to learn tips and tricks from other top business and HR professionals. We can apply those practices to [insert your organization name].

· Networking. I’ll make new connections with peers and find out how they are managing common challenges. Additionally I will meet potential partners, vendors, and new employees who could help us with [insert current issue you are dealing with].

· Take my development to the next level. I’ll hear from top leaders who will equip me with tools, strategies, and actionable insights that I’ll be able to implement immediately.

· Stay Relevant. If we want to be and stay relevant in our profession we must embrace, understand, and integrate new ideas and best practices into our organization. There is no better place to learn how to do this successfully than through professional development with Lancaster SHRM.

· Inspire Our Team. I’ll take what I learn from the event and share it with our team. I’ll leave the session with the tools and know-how to be a better leader to help our team reach its potential which in turn will positively affect [organizations name’s] bottom line.

My projected costs for attending this Lancaster SHRM event are [insert cost from registration form].

Lancaster SHRM programming events are one of the most cost-effective options to increase my professional development while earning credits and connecting with my peers. I will bring back new ideas, best practices and new solutions that we can implement right-away. I will also develop an overview of my learnings and actionable takeaways for the team so that we can all work together to move the department and [insert organization name] forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Insert Your Name]