Dear [Decision maker’s Name],

I’m writing to ask for your approval to attend the [APM Conference 2025: Projects for A Better Future.](https://www.apm.org.uk/apm-conference/)

As APM’s celebrated annual gathering of project, programme, and portfolio professionals, the APM Conference offers unique opportunities to learn, network and gather new ideas. I believe my attendance is critical, not only for my professional development but to improve daily work in my role.

The event runs from **11-12 June in Coventry, UK.** I’ll be joining more than 600 project professionals from multiple sectors and countries to take part in innovative talks and learn what’s new in the world of project management.

The conference will offer many networking opportunities. I’ll contribute to discussions about topics that are relevant to my role, learn about ideas and project management concepts in the Discovery Theatre, and talk to people from a multitude of sectors who are project management practitioners, academics and researchers.

On top of all that my attendance will contribute to my Continual Professional Development (CPD) that is not only necessary for my continued APM Membership or ChPP, but also [delete part in red if non-member or non ChPP] shows my commitment to ongoing learning and ethical practice in the project profession.

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

Here are the costs of attending the APM Conference 2025 [if applicable]:

* APM Conference ticket: [see apm.org.uk/apm-conference for ticket prices]
* Hotel:
* [Travel:](https://www.pmi.org/global-conference/registration-options)
* Miscellaneous (meals/taxi):

I appreciate your approval and will work to make sure we get the full value of this event.

Yours sincerely,

[INSERT NAME HERE]