To: (Insert manager’s name here)

From: (Insert your name here)

Subject: Request to attend the 2024 IEEE International Conference on Image Processing (ICIP)

The 2024 IEEE International Conference on Image Processing (ICIP) offers a comprehensive technical program presenting all the latest developments in research and technology in the industry that attracts hundreds of professionals annually.

By attending this conference in Abu Dhabi, UAE, taking place 27-30 October 2024, I will gain fresh ideas, skills, and form connections that will benefit (insert name of organization/institution here).

Attending will allow me to 1) learn new ideas and best practices that will immediately benefit our operation; 2) stay on top of trends that could affect our operation and goals and identify strategies to capitalize on trends, and 3) build new and strengthen existing relationships.

Below is a sampling of the sessions I plan to attend, which will help me in meeting my objectives:

(Insert sessions you plan to attend)

The conference fee is $(insert rate). I believe this will be a great investment for (insert name of organization/institution here) and a good use of my time.

Thank you for your consideration! I will await your approval.

Regards,

(Insert your name here)