[Date]

Dear [Supervisor],

I request your support for my attendance at [ASLA SKILL | ED](http://www.asla.org/skilled), a new virtual practice management program designed for emerging and mid-career professionals who want to gain skills essential for professional development. This three-day virtual event will focus on business development, proposals, and professional contracts.

This is a great opportunity for me to learn from top thought leaders in our industry and bring back new perspectives and transferable business skills to our firm. I am particularly excited about [insert topic/session], and learning more about how I could apply this knowledge to my everyday work at [firm, company, organization].

The SKILL | ED program includes two-to-three-hour time blocks for each day, allowing me to push forward on my project work while gaining this valuable knowledge. Also, as part of my registration, all of the sessions will be available on-demand following the live event.

Here is the breakdown of event fees and time I am requesting as your investment in my professional development:

* Registration Fee: [$149 / $249 / $349]
* Time: 6–9 hours

I believe that the knowledge and professional contacts that I would gain at SKILL | ED would be invaluable to me and [insert company, department, or organization here]. Thank you for your consideration.

Sincerely,

[Name]