[Date]

Dear [Supervisor’s Name],

I’m writing to ask for your approval to attend the award-winning [PMI® Virtual Experience Series](https://www.pmi.org/virtual-experience-series): **2 June 2021,** now on demand for attending.

The [June virtual event](https://na.eventscloud.com/website/23365/home/) delivers 16+ PDUs while building a virtual bridge to a growing global community. I will benefit from endless opportunities to learn, network and gather new ideas on a virtual platform. My attendance is critical, not only for my professional development, but to improve daily work in our organization.

Thousands of project professionals from all over the world have taken part in this event and I will be able to join and learn what’s new in the world of project management. I’ll discover new product solutions and services in the exhibit hall and visit the content theaters featuring mainstage programming and 18 breakout sessions, with closed captioning available in English, French, German, Portuguese, Russian, and Spanish.

On top of all that, as the holder of [insert the PMI certification(s) you hold], I’ll be able to earn 16+ professional development units (PDUs) to maintain my certification(s).

With the availability of on demand content until 31 January, I will be able to experience the full program at my leisure. 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 organization.

Here are the costs of attending PMI® Virtual Experience Series 2021: 2 June

* [select: **All Access Pass: US$29 Member/US$79 Non-Member**]

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

Sincerely,

[INSERT NAME HERE]