[Date]

Dear [Supervisor’s Name],

I’m writing to ask for your approval to attend the [PMI](https://experience.pmi.org/)[®](https://experience.pmi.org/) [Virtual Experience Series.](https://experience.pmi.org/)

As the world adjusts to the normalcy of work from home, the PMI Virtual Experience Series offers unique opportunities to learn, network and gather new ideas on a virtual platform. I believe my attendance is critical, not only for my professional development, but to improve daily work in our organization.

The event runs monthly through the end of 2020. I’ll be joining thousands of project professionals from all over the world to take part in innovative talks and learn what’s new in the world of project management.

The exhibit hall will offer many networking opportunities. I’ll learn about new product solutions and services, visit the content theaters and talk to people who aren’t only project management practitioners, but work in our industry.

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

With the availability of on demand content, I will be able to experience the full program even after the event date. 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:

* Full Series Pass Cost: [select: Member $359 OR Non-Member: $899]
* Event Pass Per Month Cost: [select: Member $99 OR Non-Member: $149]

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

Sincerely,

[INSERT NAME HERE]