Dear [Supervisor’s Name],

I’m writing to ask for your approval to attend [PMI® Global Summit 2024](https://pmi.org/globalsummit).

As PMI’s largest annual gathering of project, program, and portfolio professionals, PMI Global Summit 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 our organization.

The event runs from **18-21 September in Los Angeles, California, USA.** I’ll be joining more than 3,500 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 product 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).

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 organization during a lunch and learn.

Here are the costs of attending PMI Global Summit 2024 (if applicable):

* PMI® Global Summit 2024 Registration Fee:
* 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.

Sincerely,

[INSERT NAME HERE]