[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) on **9 June 2022**.

The [9 June virtual event](http://www.pmi.org/JuneVES) will provide me 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.

I’ll be joining thousands of project professionals from all over the world to take part in networking opportunities, innovative talks, and learn what’s new in the world of project management. I’ll learn about new product solutions and services in the Exhibit Hall, 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 until 31 January 2023, 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 2022: 9 June

* [select: **All Access Pass: US$0 PMI Member OR US$79 Non-Member**

OR

* **General Pass: US$0**]

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

Sincerely,

[INSERT NAME HERE]