[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 **6-7 October 2021**, now on demand for attending.

The two day [October virtual event](http://www.pmi.org/octves) 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.

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, 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 2021: 6-7 October

* [select: **All Access Pass: US$0 PMI Member**

OR

* **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]