[Date]

Dear [Supervisor’s Name],

I’m writing to ask for your approval to attend the [PMI® Virtual Experience Series 2021: PMXPO](https://na.eventscloud.com/website/21938).

Recovery is underway and while we are navigating a world defined by challenge and change, we can embrace the opportunity to Make Reality in new and exciting ways. [PMI® Virtual Experience Series](https://www.pmi.org/virtual-experience-series) offers unique opportunities to learn 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.

Tens of 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 12 breakout sessions, with closed captioning available in English, Spanish and Portuguese.

On top of all that, as the holder of [insert the PMI certification(s) you hold], I’ll be able to earn 10+ professional development units (PDUs) to maintain my certification(s).

With the availability of on demand content until 31 January 2022, 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: PMXPO

* [select: Member Rate: Free OR Non-Member Rate: $29]

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

Sincerely,

[INSERT NAME HERE]