Dear [**Supervisor's Name**]:

I kindly request your approval of my attendance to the CIPMM 30th Anniversary National Workshop, June 4-6, 2019, in Ottawa, Canada—and here’s a key reason why: *What I learn at this event will bring back dividends to our department far exceeding the cost of the Workshop.*

This 3-day CIPMM Workshop will be a pinnacle national event that will bring together procurement, materiel management and fleet communities from across Canada to share knowledge and experience, new innovative ideas and case studies, while providing unparalleled opportunities to network with the leadership and colleagues, representing over 50 federal departments and crown corporations. We can’t afford to miss this event,

The Workshop program will include:

* First-hand accounts of experiences by leading experts in procurement, materiel and fleet management from the public and private sector.
* Unique master classes and case studies.
* An impressive line up of speakers.
* Opportunities to network with peers, senior management from the procurement, materiel and fleet management communities.
* Opportunities to exchange information and innovative ideas.
* Opportunities to learn about work-life balance, healthy life-style, and more in the brand new Wellness Lounge.
* Opportunity to celebrate CIPMM and Profession at the Celebratory events taking place this year.
* Opportunity to attend a full day of seminars, master classes and special courses on Day 3.
* [Add anything that may be relevant to your department or a specific project you are currently working on]

At your request, I would be happy to share a list of all of the invited speakers with you, so that together we can identify the ones whose presentations would provide the greatest benefit to our department and my job, overall.

In conclusion, I believe that the knowledge and professional contacts that I would gain at 2019 CIPMM National Workshop would be invaluable to our department, and contribute to my personal success in this field.

Sincerely,

[**Your Name]**