

Dear [Supervisor's Name]:

I kindly request your approval of my attendance at the 2018 CIPMM Regional Workshop, October 17, 2018 in Calgary, Alberta—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 and provide a wonderful training opportunity.*

The CIPMM Regional Workshop brings together procurement, materiel management and fleet communities from across the region to share knowledge and experience, new innovative ideas and case studies, while providing unparalleled opportunities to network with the leadership and colleagues, representing many different federal departments and crown corporations. We will also provide opportunities to meet and learn from our colleagues in the Provincial and Municipal governments. 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 sector.
- An impressive lineup of speakers.
- An exciting tradeshow.
- Opportunities to network with peers, senior management from the procurement, materiel and fleet management communities.
- Opportunities to exchange information and innovative ideas.
- [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 addition, the trade show will enable me to meet with many suppliers to find out about their latest technologies and upgrades.

In conclusion, I believe that the knowledge and professional contacts that I would gain at 2018 CIPMM Regional Workshop in Calgary would be invaluable to our department, and contribute to my personal success in this field.

Sincerely,
[Your Name]