

Dear [Supervisor's Name]:

I kindly request your approval of my attendance to the CIPMM 31st National Workshop, September 28-29, 2021— 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 2-day CIPMM Workshop will be a pinnacle national event that will bring together Procurement and Materiel Management communities from across Canada to share knowledge and experience, new innovative ideas, while providing unparalleled opportunities to network with the leadership and colleagues, representing over 50 federal departments and crown corporations.

The Workshop program will include:

- First-hand accounts of experiences by leading experts in Procurement and Materiel Management from the public and private sector.
- Unique and informative sessions.
- An impressive line up of speakers.
- Opportunities to network with peers, senior management from the Procurement and Materiel Management communities from across Canada.
- Opportunities to exchange information and innovative ideas.
- Opportunities to learn about well-being and healthy life-style, and more as part of the Wellness program.
- Opportunity to attend 2 or 3 (depending on the type of registration) full day master classes and special courses post Workshop in October – November 2021. Certificates are included.
- Opportunity to watch the entire content of the workshop post event for 6 months!
- [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 2021 CIPMM National Workshop would be invaluable to our department, and contribute to my personal success in this field.

Sincerely,
[Your Name]