**Subject: Request for Approval to Attend World Workplace Europe**

Dear [Supervisor's Name],

I am writing to formally request your approval for my attendance at World Workplace Europe, scheduled to take place from 6 to 7 March 2024, in Rotterdam, Netherlands. World Workplace Europe is a premier event in the field of facilities and their management, offering a comprehensive program suitable for facility management professionals at all career stages and across various facility types.

This two-day immersive event will feature more than 45 dynamic sessions led by industry leaders and visionaries, facilitating impactful discussions, collaborative opportunities, and the stimulation of innovative thinking. The conference also provides exclusive networking prospects, enabling me to establish meaningful connections and foster lasting professional relationships. Additionally, I will have the opportunity to participate in engaging activities, invigorating workshops, and panel discussions.

**After thoroughly reviewing the conference program, I have identified several sessions that align with our organizational challenges and objectives:**

[Title of session you plan to attend]

[Title of session you plan to attend]

[Title of session you plan to attend]

[Title of session you plan to attend]

[Title of session you plan to attend]

**Participation in these sessions will significantly contribute to addressing the following organizational challenges and goals:**

* [List a project or initiative]
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To facilitate my attendance, I am seeking partial or full sponsorship to cover the registration fee and associated travel expenses. The estimated breakdown of the conference costs is as follows:

* Airfare = $[amount]
* Transportation/Parking = $[amount]
* Hotel (utilizing the discounted conference rate) = $[amount]
* Full Event Registration: $[amount]
* Meals (lunch included from Monday to Tuesday in the Full Event rate) = $[amount]

I sincerely appreciate your consideration of this request. I firmly believe that this conference presents a valuable opportunity to enhance our facility projects through cutting-edge education, exposure to reputable vendors, and valuable connections with influential leaders in our field. I eagerly await your response.

Warm regards,

[Your Name]