Hi [Supervisor’s Name],

I’d like to request your approval to attend **IFMA’s World Workplace® Conference and Expo**, happening **September 17-19, 2025 in Minneapolis, Minnesota**. This is *the* event for facility management professionals, offering three dynamic days of learning, inspiration, and connection.

World Workplace is known for its deep focus on professional development. With more than 80 sessions led by industry leaders, educators, and workplace changemakers, it offers the perfect opportunity to gain fresh strategies and practical insights that align with both our team’s objectives and my own professional growth goals.

I’ve been looking into pursuing [specific certification, e.g., an FMP, SFP or CFM], and this conference offers relevant sessions that directly support that path. I’m also eager to dive into sessions on emerging tech—especially tools related to [specific interest, e.g., facility data analytics, smart building systems, or sustainability-focused platforms].

**Some key topics I’m excited about:**

* Leadership and strategy
* FM technology and data management
* Sustainability and workplace evolution
* Communication and collaboration
* Risk and project management
* Finance and business
* Real estate
* Operations and maintenance

Here are a few sessions I’ve already flagged as particularly valuable:

1. [Title of session you plan to attend]
2. [Title of session you plan to attend]
3. [Title of session you plan to attend]
4. [Title of session you plan to attend]
5. [Title of session you plan to attend]

These tie in closely with some of our current projects and goals:

1. [Project or initiative]
2. [Project or initiative]
3. [Project or initiative]

In addition to world-class content, the expo floor will be packed with leading vendors and new technologies, giving me a chance to explore solutions we may want to consider for future initiatives.

Here’s a rough breakdown of estimated costs for which I’m requesting [partial/total] sponsorship:

* Airfare = $
* Transportation/Parking = $
* Hotel (discounted conference rate) = $
* Full Event Registration = $
* Meals (note: breakfast and lunch are included Wed–Fri) = $

I firmly believe that attending World Workplace will provide us with a competitive edge by leveraging top-tier education, access to leading vendors, and invaluable networking opportunities. I am eager to contribute to our organization's success through the knowledge and connections gained from this event.

Thanks so much for considering my request—I’d love to chat more if you have any questions.

Best regards,  
[Your Name]