**Subject: Request for Approval to Attend IFMA's World Workplace Conference and Expo**

Dear [Supervisor],

I hope this message finds you well.

I am writing to request your approval to attend IFMA’s World Workplace® Conference and Expo, scheduled for October 9-11, 2024, in San Antonio, Texas, USA. This conference, tailored specifically to the professional development needs of facility managers, promises to equip me with new ideas, tactics, and strategies essential for improving our facility projects.

The three-day event boasts a lineup of sessions led by industry experts, educators, authors, and workplace innovators. These sessions cover a diverse range of topics, allowing attendees to customize a learning program that addresses their job responsibilities and our facility concerns.

**I am particularly excited about the opportunity to explore over 80 sessions covering:**

* Emerging topics
* Communication
* Facility information management and technology management
* Finance and business
* FM solutions
* Leadership and strategy
* Occupancy and human factors
* Operations and maintenance
* Performance and quality
* Project management
* Real estate
* Risk management
* Sustainability
* Workplace Evolutionaries

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

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]

**Attending these sessions will directly contribute to addressing the following organizational challenges and initiatives:**

1. [List a project or initiative]
2. [List a project or initiative]
3. [List a project or initiative]

World Workplace is renowned as the premier educational event for professionals in our field, offering invaluable insights and networking opportunities. Some of the key benefits of attending include staying informed about industry trends, discovering the latest technologies and strategies, and gaining actionable plans for enhancing facility performance and resilience.

**For your reference, here is an approximate breakdown of the conference costs for which I am seeking [partial/total] sponsorship:**

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

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.

Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]