

Re: 2019 AIPLA Annual Meeting - October 24-26, 2019 | Washington DC

Dear [INSERT NAME],

I would like you to approve my attendance for the above-mentioned conference, and I have outlined below the direct business benefits to the [firm/company]. If anything needs clarification or elaboration, please let me know, and I will be happy to provide additional detail.

The AIPLA Annual Meeting is the most important gathering of the intellectual property law community and an opportunity for me to learn from other leading practitioners in this unique field. The event has occurred for decades and regularly attracts more than 1,900 attendees from [firms/companies] just like ours.

Held at the Gaylord National Resort and Convention Center from October 24-26, 2019, this year's event is particularly important because advances in technology are rapidly changing the IP landscape. We need to learn how best to respond. No other conference provides the same quantity and quality of educational programming for intellectual property law in one place that is both practical and can be immediately applied to our [firm's/company's] needs.

[Outline some of the immediate challenges your firm/company is facing, and how this conference can help you find actionable solutions.] Upon my return, I will provide you and the team with a full post-conference report/meeting outlining the specific lessons learned and my recommendations.

Below is an approximate breakdown of conference costs:

Airfare: \$ XXX

Transportation (between airport and hotel): \$ XXX

Hotel: (3 nights at \$279) \$837

Meals: (4 days at \$75) \$300

*Registration fee: \$XXX [check for current price]

Total: \$X,XXX

*The conference registration fee includes conference materials, breakfasts, and conference receptions.

I'm currently working on ways to reduce expenses, including hotel discounts, ridesharing, and meals with vendors. I'd like to register before the price goes up. I believe my attendance at the 2019 AIPLA Annual Meeting represents an appropriate use of our training budget and will pay dividends for our firm.

Thank you for considering this request. I look forward to your reply.