|  |
| --- |
| **[Your company name]** |

Dear **[Supervisor]**

I’m writing to you about the Locate24 conference, which will be held in Sydney from the 7th to the 9th of May 2024. This is one of the key events for our industry and I would find an ample amount of value in attending.

I have thoroughly read through the sessions and the program outline, and I can identify several elements that will be relevant to me. Key industry leaders from geospatial sectors will be presenting, including **[insert relevant presenters]**.

The conference has a specific session on Tuesday the 7th of May for young and emerging professionals and early career researchers, and this session will have a great impact on me if I was to be involved. This combined with the invaluable networking opportunities that come with attending the conference, serve to benefit not only myself but our organisation.

I thoroughly enjoy my position, and I am always eagerly looking for ways that I can be further educated, challenged, and inspired so that I can further improve my value as an employee and my contribution to our workplace. I am confident that attending Locate24 will give me these opportunities.

I welcome the chance to report back to our organisation on what I learned and what is new in the sector on my return, but I would also be thrilled if any of my colleagues would like to join me in attending. The conference has a discount for companies that send 5 or more employees if this is something we would like to utilise.

I would be more than happy to discuss this request further.

Kind regards,

**[your name]**

[position]