Dear [Manager’s Name}

I would like to attend the 2024 itSMF Australia National Conference for Service Management professionals on August 21st and 22nd this year. The conference is to be held in Melbourne.

I have carefully reviewed both the program and the range of sponsoring partners, and I am strongly of the view that my attendance will provide tangible benefits to our organisation and to my own professional development. The knowledge gains that I anticipate, as well as the exposure to world leading best practice, will stand us both in good stead in our future endeavours.

During the two days of this world leading industry event, I will have direct access to more than 20 workshops, lectures, and group discussions across three streams. Each of these will bring fresh insights, new strategies and innovative solutions that will undoubtably benefit both myself and our organisation.

Over the last two decades, itSMF Australia has established its Annual Conference as the pre-eminent learning and networking opportunity for the Australian Service Management industry. It should be noted that this event has gained an enviable international reputation as well, indeed, it is one of the pre-eminent Service Management gatherings worldwide.

As I am sure you appreciate, conferences typically provide the opportunity to build on existing relationships as well as offer the chance to forge new and productive ones among my peers and industry leaders.

I would welcome the opportunity for us to discuss how we might best share this knowledge among the team on my return.

I would like your approval for Conference registration, air travel and accommodation. Here is a breakdown of these costs:

X

X

X

I look forward to your response.

Yours sincerely

Name

Position