

Subject: Opportunity to improve our facility projects

Dear [Supervisor],

I'm writing to request your approval to attend IFMA's World Workplace® Conference and Expo, taking place Sept. 27-29, 2023, in Denver, CO, USA. Geared specifically toward the professional development needs of facility managers, World Workplace will provide me with new ideas, tactics and strategies for facility improvements.

The three-day event features sessions led by facility management and business experts, educators, authors and workplace innovators. Sessions are categorized by topic areas, allowing me to customize a learning program specific to my job responsibilities and our facility concerns.

Over three days, I can take advantage of **80+ sessions of phenomenal education on:**

- ▷ Emerging topics:
 - Climate change
 - Circular economy
 - ESG Reporting
 - PropTech
 - Workplace Wellness/Well-being
- ▷ 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 full program, I found several sessions that would be of benefit:

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 the sessions above would help me with these organizational challenges and goals:

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

World Workplace is widely regarded as the most informative and all-encompassing educational event for professionals in my field. Some of the top reasons for attending include:

- ▷ Finding out what's on trend and what's on the horizon for facility management
- ▷ Learning about the latest facility services, equipment and technologies
- ▷ Gaining proven methods and real-world action plans for heightening facility performance
- ▷ Acquiring steps and strategies for protecting our assets from disasters and threats
- ▷ Gaining solid answers and innovative ideas from industry experts

You can learn more here: <https://worldworkplace.ifma.org>

I'm also seeking [partial/total] sponsorship of my registration fee and travel expenses. Here's an approximate breakdown of the conference costs:

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

Thank you for your consideration. I believe this is an advantageous opportunity to enhance our operations with top-of-the-line education, access to reputable vendors, and the ability to make important connections with workplace and business leaders. I look forward to your reply.

Regards,