Dear [SUPERVISOR NAME],

Registration is now open for PR Daily’s Media Relations Conference, and I am interested in attending on behalf of [ORGANIZATION]. I would like to get your approval to attend this event in Washington, D.C., from June 5 to June 6.

This conference is the leading event for improving media connections, capturing viewers’ attention, and mastering PR storytelling, and while I’m there I will hear from and network with comms and PR leads from major brands and organizations. I’ll leave with the strategies, insights and skills needed to successfully turn heads and earn headlines for our brand, news, execs, or story and keep our media relations game strong.

I am looking forward to having the opportunity to apply what I learn to projects I am currently working on, such as [PROJECT NAME]. Below is a list of the sessions I believe will be the most impactful to the organization and strengthen my professional development.

Session 1:

Session 2:

Session 3:

I believe that participating in this event will foster my professional growth, enhance my skills, offer fresh perspectives, and enable me to delve deeper into my professional interests. More specifically, here are three goals I am looking to accomplish by attending the Media Relations Conference:

Goal 1:

Goal 2:

Goal 3:

For your convenience, I have included a breakdown of how much it will cost for me to attend.

**Registration Fee:**

**Airfare/Travel:**

**Hotel:**

**Additional Expenses:**

**Early Bird Discounts/Promotions:**

**What’s Included with Registration:**conference sessions, breakfast, lunch, and snack breaks.

**Approximate Total:**

To ensure this experience benefits my entire team, I am willing to give a brief presentation after attending to share what I have learned. I can also create an action plan that incorporates the tools, resources, and strategies I discover so my team can start using them right away.

To learn more about PR Daily’s Media Relations Conference [click here.](https://www.prdaily.com/store/media-relations-conference/)

Thank you for taking the time to review this request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns I can address.

Sincerely,

[YOUR NAME]