**SAMPLE LETTER FOR EMPLOYER**

Complete the template and send this letter to your manager and/or HR colleagues. Anything written in red italics should be deleted.

SUBJECT: **Attendance Request for EdCrunch X Conference**

Dear [Name of Manager and/or HR]!

With the aim of advancing my professional development, I would like to attend the largest [international conference on new educational technologies, EdCrunch X](https://edcrunch.online), scheduled for November 15-16, 2023, in the Republic of Kazakhstan (Almaty), as well as online.

I kindly request the company to cover my participation in the event [choose the appropriate option: in-person on November 15-16 in Almaty, or online on November 15-16], with the goal of exploring and implementing the best educational ideas and practices within our organization.

Each year, experts from around the world present at the conference. Participating in EdCrunch X will enable me to familiarize myself with cutting-edge trends in education, learn more about international approaches and practices, methods, and technologies in education. The organizers have prepared a high-quality professional program that covers topics relevant to all levels of education, including the area directly related to my work in [choose or specify your own: corporate training, early childhood education, K-12 education, higher education, EdTech business].

During the conference, I plan to:

* Gain new knowledge in the field of education and enhance my qualifications.
* Learn from leading specialists from around the world.
* Generate new ideas and knowledge to apply to our projects within our organization.
* Network and exchange contacts with representatives of the educational community.

The estimated cost of my participation will be: [airfare, accommodation, conference ticket].

After the conference, I am prepared to prepare a report with key ideas and findings that can be used for our work within our organization.

Is the organization willing to cover my attendance at this event? Thank you!

[Date, Signature]