Dear [Supervisor’s Name],

I’m writing to ask for your approval to attend [insert name of Roundtable or Forum] which is hosted by ProSight Financial Association. Formed through the merger of BAI and RMA, trusted organizations with rich histories and deep expertise in risk, compliance, retail and commercial banking, ProSight will continue to deliver valuable education and trusted thought leadership.

With risks growing and banks facing increasing challenges, it's more important than ever for bankers to come together to discuss the top issues of the time. This event will enable me to collaborate with peers and subject matter experts and learn about emerging risk challenges. After the event, I will be able to share what I learned with the organization to help us succeed in this dynamic environment.

This particular [Forum or Roundtable] will be useful because [Enter key topics and the business imperative that attending will address].

Below are additional details related to this event:

* Date of Event:
* [Registration Fee:](https://www.pmi.org/global-conference/registration-options)
* Choose one:
* Virtual offering
* In Person offering
* Travel Costs:
* Hotel Cost:
* Miscellaneous (meals/taxi/per diem):

I appreciate your consideration and approval.  I look forward to bringing new insights and knowledge back to [Insert organization name].

Sincerely,

[INSERT NAME HERE]