**[Employee's Name]**[Employee's Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

**[Date]**

**[Manager’s Name]**[Manager’s Title]  
[Company Name]

Dear [Manager’s Name],

I am writing to request approval to attend the **I ♡ Trademarks Conference** on **March 18, 2025**, in **New York City**. This conference is hosted by Alt Legal, a community-focused trademark docketing software company that helps bring together professionals dedicated to staying ahead in the field of trademarks. I believe this event will provide invaluable professional development opportunities and enable me to bring back actionable insights to our team.

### **Key Benefits of Attendance**

* **Continuing Education**: Attendees can earn up to **five CLE credits**, including one ethics credit, helping me remain compliant with professional requirements.
* **High-Quality Content**: The agenda covers trending topics such as the evolving role of **influencers and NIL in trademark law**, **trademarks in the beauty industry**, and **LGBTQIA+ trademarks**. These topics are directly relevant to issues I face in my trademark work.
* **Networking Opportunities**: The conference places a strong emphasis on creating connections within the trademark community. These relationships can provide access to resources, collaboration opportunities, and fresh perspectives.

### **Cost Breakdown**

Below is an estimated breakdown of the costs associated with attending:

|  |  |
| --- | --- |
| **Expense** | **Cost** |
| Registration Fee | $495 |
| Round-Trip Flight | ~$400 |
| Lodging (2 nights) | ~$700 |
| Meals & Incidentals | ~$100 |
| **Total Estimated Cost** | **$1,695** |

### **Return on Investment**

The knowledge and connections I will gain from this event will directly benefit our organization by:

1. Applying cutting-edge insights to our ongoing projects.
2. Sharing best practices with colleagues through a summary presentation or report after the event.
3. Enhancing our professional network, which could lead to valuable partnerships, referrals, and collaborations.

Attending the I ♡ Trademarks Conference aligns with our commitment to professional excellence and will enable me to contribute even more effectively to our team.

I am confident this event is a worthwhile investment in my development and in the success of our organization. Thank you for considering my request. I’m happy to discuss further or provide additional details if needed.

Sincerely,

[Employee’s Name]  
[Employee’s Title]