**[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 **TMAE Summit** on **September 17th**, in **Chicago**. This conference is hosted by the Trademark Administrators’ Exchange (TMAE), a community-focused organization that helps bring together IP paralegals, legal assistants, and other trademark administrators to help them share resources and network. 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**

* **TMA Education**: There will be **four educational sessions** and **one roundtable discussion** to help me stay knowledgeable about trends and strategies that can affect our daily operations.
* **High-Quality Content**: The agenda covers practical and relevant topics and is presented by some of the industry’s top attorneys and TMAs.
* **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 | $395 |
| Round-Trip Flight | ~$400 |
| Lodging (2 nights) | ~$700 |
| Meals & Incidentals | ~$200 |
| **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 TMAE Summit 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]