*[Today’s Date]*

Dear *[enter manager’s name here]*,

I am writing to request approval to attend an interactive workshop entitled **“Delivering Knockout Presentations: How to Become a Hard-Hitting Presenter Your Audience Remembers.”** The workshop is sponsored by The Gregory Tall Company, Inc. and is taking place in Chicago on Wednesday, June 14, 2017 from 10:00 a.m. to 3:00 p.m.

**During this workshop, I will learn . . .**

- How to leverage my natural communication style to create presentations that are informative, engaging and memorable

- How to use stories and visual aides to present content in an interesting way

- How to connect with audiences using non-verbal communication

-How to integrate multimedia and encourage audience participation during presentations

The workshop is being facilitated by Gregory Tall, a professional speaker & facilitator with over 14 years of experience helping professionals become better communicators, collaborators, managers and leaders. I am confident I will return from this professional development event better equipped to create and deliver exceptional presentations.

**Why is this important?**

*[Include a couple of sentences about why strong presentation skills are critical to your role and how improving your skills will positively impact the organization. It could be because you hold a highly visible position, you frequently present to internal or external stakeholders, or you are responsible for communicating complex/critical information.]* In addition, this workshop will boost my confidence as a presenter, and will provide me with an opportunity to network and share ideas and experiences with other workshop participants.

**The Investment:**

The full price workshop registration fee is $499, but can be reduced by $70 if I register no later than Friday, May 12. Here is a breakdown of workshop costs: *[Include only the costs that apply to you.]*

Airfare……….$

Hotel/Lodging……….$

Ground Transportation……….$

Meals……….$

Registration……….$499

**TOTAL: $**

Following the workshop, I can document what I learned and how I plan to implement it into my work. I can also share the workshop takeaways and insights with my team and across our organization.

Thank you for considering my request. I look forward to your decision.

Regards,

*[Your name here]*