

[Date]

Dear [Supervisor],

I am writing to request your approval to attend the InfoGov World Conference in San Diego on October 27-29, which is Monday-Wednesday. This year the conference will be co-located with the new AI World Conference.

The InfoGov World Conference stands out as the premier event on Information Governance, trends, principles, and best practices. It offers top-tier education and networking opportunities for professionals like me. Here are several key benefits I believe will be highly valuable for us:

- **Staying Ahead of AI Challenges:** The conference includes many sessions on AI governance, ethics, laws, and operational concerns, where I can learn the latest strategies to manage this disruptive technology effectively.
- **Building Valuable Connections:** Engaging with industry colleagues will provide perspectives that can enhance our collaboration across various functions within our enterprise.
- **Educating Our Team:** I will share the knowledge gained with our team, helping to elevate our collective understanding and application of AI governance.
- **Implementing New Knowledge and Skills:** I plan to find solutions and best practices that could directly benefit projects such as [add project or initiative], [add project or initiative], and [add project or initiative].

After reviewing the agenda, I have identified several sessions that I believe will directly contribute to our ability to implement and deploy AI systems that our customers can trust:

- [Add session]
- [Add session]
- [Add session]

Upon my return, I will share my learnings and work with the team to integrate the best practices, skills, and ideas that I acquire.

Thank you for considering my request. I am confident that my attendance at the InfoGov World Conference 2025 will bring significant benefits to our organization.

Best regards,

[Your Name]