[Date of Letter]

Dear [Supervisor’s Name],

I am writing to request your approval to attend the PMI Sacramento Valley Chapter’s Professional Development Day on **Friday, September 19th**, from 8:00 AM to 5:00 PM PDT.

This full-day event offers an engaging and interactive learning experience on topics relevant to my job responsibilities. My participation will benefit both my professional growth and our organization’s daily work through the application of new tools, insights, and practices.

By attending this event, I will enhance my skills in all areas of PMI’s Talent Triangle: Business Acumen, Ways of Working, and Power Skills. The sessions are specifically designed to help project professionals stay current with evolving best practices and enhance their impact at work.

**Key benefits of attending include:**

* Earning Professional Development Units (PDUs) to maintain my PMI certification(s)
* Gaining fresh perspectives on project management trends, tools, and techniques
* Strengthening my leadership, communication, and stakeholder engagement skills
* Improving my ability to manage risk, deliver value, and support strategic goals
* Networking and idea-sharing with professionals across industries
* Bringing back practical takeaways that can improve project outcomes and team performance

Following the event, I will prepare and share a brief report outlining key learnings and how they can be applied to our work.

**Registration fees are as follows:**

**Early Bird Pricing** June 1st-July 25th

Member: $99.00 | Non-Member: $130.00

Student/Veteran: Member: $99.00 | Non-Member: $130.00

**Regular Pricing** July 26th-September 18th

Member: $150.00 | Non-Member: $175.00

Student/Veteran: Member: $99.00 | Non-Member: $130.00

I appreciate your consideration and support. I am confident that attending the PD Day will benefit both my professional development and the overall success of our team.

Sincerely,

[INSERT NAME HERE]