

To: (Your Manager's Name)

From: (Your Name)

Date: [Date]

Re: Request to Attend TSPCapa TN Statewide Payroll Conference

I am writing to request approval to attend the TSWB Tennessee Statewide Payroll Conference for myself (and _# of my staff) being held August 10 – 12, 2016 in Knoxville, Tennessee.

The TSPC Conference offers over 25 educational topics presented by expert speakers in their field, over 15 vendors and over 75 attendees in the payroll field, which increases our network of resources.

These sessions cover managing and running efficient, effective and compliant payroll processes and some of the topics that would benefit our company are:

(List the type workshops that would help in your development and benefit the company – You might also be able to show how they would benefit)

The knowledge and skills I gain through the education and people I meet through the networking opportunities not only increase my skill set but will also be a great benefit to (Your company's name). This opportunity will help me perform my job more effectively and the resources I gather can be shared with my colleagues, like having our own personal "help desk" for Payroll. For more information on the conference you can visit the website at www.tspcapa.org.

The affordable cost of the conference is \$225 (\$290 if not a member of a local American Payroll chapter). The cost includes the sessions, vendor hall, plus most meals and breaks. Any travel and hotel requirements will be an additional cost not covered by the \$225 conference fee.

Thank you for your consideration and should you have additional questions let me know.

Sincerely,

(your signature)