[Date]

Dear [Supervisor’s Name],

I am reaching out to request your approval to attend the Tandem Global Conference 2025 (formerly the Wildlife Habitat Council Conservation Conference), which will take place in Detroit, Michigan from June 3 to June 4. I believe attending this event could be an excellent opportunity for both my professional growth and the overall success of the [Name of team, Name of project, Name of program].

The Tandem Global Conference is the premier gathering for professionals driving private sector action for nature. By attending, I’ll learn new strategies and tactics that may be directly implemented into our current projects, especially [mention any relevant project or goal].

Given our current focus on [specific project, initiative, or skill area], this event presents a timely opportunity that directly supports our objectives. I am looking forward to bringing back new ideas we can integrate into our strategy moving forward.

*[If applicable, include the following paragraph]*

Additionally, the [Name of Program/Project] has been named as a finalist for the 2025 Tandem Global [Name of Award]. Accepting the Award in person honors the collective work behind the achievement, reinforces our commitment, and inspires others.

**Here is a list of key sessions and topics at the event that I believe could be impactful:**

* [Session Name with a Brief Description, Key Takeaway, or Notable Speaker]
* [Session Name with a Brief Description, Key Takeaway, or Notable Speaker]
* [Session Name with a Brief Description, Key Takeaway, or Notable Speaker]

**At the Tandem Global Conference, I’m aiming to achieve the following objectives, each of which aligns with our team’s goals:**

* **Objective 1:** [Explain the goal and how it applies to your role or the team’s objectives]
* **Objective 2:** [Explain the goal and how it applies to your role or the team’s objectives]
* **Objective 3:** [Explain the goal and how it applies to your role or the team’s objectives]

Beyond the sessions, this event also offers a valuable opportunity to connect with professionals operating at the intersection of business and nature, including several of our competitors, including [Insert Org Names]. These connections can help us keep up to date on industry and nature trends, explore potential partnerships, and discover new resources that may benefit both our team and the broader organization. .

**To make budgeting easier, here’s an estimated cost breakdown for my attendance:**

* Registration Fee: [Insert Cost]
* Travel Expenses: [Insert Cost]
* Accommodation: [Insert Cost]
* Additional Expenses: [Insert Costs for meals, local travel, etc.]
* Total Cost: [Calculate Total]

I’m committed to ensuring my participation brings value to the entire team. After the event, I can create a presentation to share key takeaways and/ordevelop an action plan to help us implement the most relevant strategies.

For more information on the Tandem Global Conference, visit [www.tandemglobal.org/conference](http://www.tandemglobal.org/conference).

Thank you for considering this request.

Regards,

[Your Name]