Dear [Supervisor’s Name],

I’m writing to ask for your approval to attend [PMI® Central](https://na.eventscloud.com/website/50787/home/) Ohio Chapter 2023 Professional Development Day (PDD).

As PMI Central Ohio Chapter’s largest annual gathering of project, program and portfolio professionals, PMI COC Professional Development Day offers unique opportunities to learn, network and gather new ideas. I believe my attendance is critical, not only for my professional development but to improve daily work in our organization.

The event is scheduled for Friday, November 10 at the Greater Columbus Convention Center in Columbus, OH. I’ll be joining up to 600 professionals from Central Ohio to take part in innovative talks and learn what’s new in the world of project management.

The exhibit hall will offer many networking opportunities. I’ll learn about new product solutions/services and talk to people who aren’t only project management practitioners but work in our industry.

On top of all that, as the holder of [insert the PMI certification(s) you hold], I’ll be able to earn up to 6.5 professional development units (PDUs) to maintain my certification(s).

When I return to work, I’ll submit a post-event report with an executive summary, major takeaways, and a set of recommendations. I’ll also share relevant information with key people in our organization during a lunch and learn.

Here is the cost of attending PMI® Central Ohio Chapter 2023 Professional Development Day

* Registration Fee: $[insert registration fee here]

I appreciate your approval and will work to make sure we get the full value of this event.

Sincerely,

[insert name/signature here]