Dear **<Insert Manager’s Name,>**

I would like to request your approval to attend the upcoming Macha Electronic Payments Conference, scheduled to take place from October 17-19, 2023, at the Madison Marriott West in Middleton, Wisconsin.

The conference promises to be a valuable opportunity for me to enhance my knowledge and skills in all payment rails including instant payments, gain insights into the latest industry trends, and network with professionals from various organizations. I believe that attending this conference aligns perfectly with our department's goals and objectives, and here are some key reasons why my participation would be beneficial:

1. **Professional Development:** The conference agenda includes a wide range of sessions and 12 breakout sessions led by industry experts, including a session on <insert desired session topics here>. With such a wide range of payments information, attendees return to their roles with ideas to implement immediately. I will also be able to earn 14.8 AAP/APRP credits at this event.
2. **Networking Opportunities:** Macha attracts over 200 professionals from across the industry, providing an excellent platform for networking. Building connections with peers, potential collaborators, and industry leaders can open doors to new opportunities and partnerships.
3. **Stay Updated:** The industry is constantly evolving and staying up-to-date with the latest developments is crucial. Attending this conference will allow me to stay informed about emerging trends, technologies, and best practices.
4. **Knowledge Sharing:** I intend to share the knowledge and insights gained from the conference with our team. This knowledge transfer will benefit the entire department and help us remain competitive in our field.
5. **Return on Investment:** The education that I will receive at the conference will prove highly beneficial to our organization.

I broke down the approximate cost of my attendance at Macha’s 2023 Electronic Payments Conference from Tuesday to Thursday, October 17-19 below:

Hotel (two nights at $169/night plus tax): $338.00 (plus tax)   
Conference Registration: $595.00   
Parking: $0.00 (complimentary)  
**Total: $933**

The all-in cost to attend Macha’s 2023 Electronic Payments Conference is less than the registration cost for most other conferences! I assure you that I will make every effort to minimize expenses where possible.

To further facilitate this request, I am more than willing to:

* Provide a post-conference report summarizing key takeaways and how they can benefit our department.
* Share any relevant materials, handouts, or resources acquired during the conference.
* Ensure that my responsibilities are covered during my absence, either by delegating tasks or working with colleagues to manage workload.

Thank you for considering my request to attend the 2023 Macha Electronic Payments Conference. I look forward to your response. If you require any additional information or have any questions, please feel free to reach out to me.

Sincerely,

**<Your Name>   
<Your Title>   
<Your Contact Information>**