Dear [Manager’s Name],

I’m seeking your approval to attend the [American Society for Quality’s (ASQ)](https://asq.org/) Lean and Six Sigma Conference (LSSC) on behalf of [insert organization or team name].

Celebrating 25 years of innovation, this year’s event centers on “Leaning into the Future.” It offers a transformative experience exploring Lean and Six Sigma methodologies alongside artificial intelligence (AI) and automation to enhance process excellence. I’m confident it will sharpen my skills and boost the quality and efficiency of our work.

This conference takes place from February 22 through the 24th at the Renaissance Phoenix Glendale Hotel & Spa in Phoenix, Arizona.

Attending LSSC will solidify my position as a next-generation leader, and focus on creating excellence in processes, systems, and the workplace by providing me with the tools and insights to drive breakthrough results within [insert organization or team name].

The Renaissance Phoenix Glendale Hotel & Spa stands as the ideal hub, offering unmatched convenience for access to all conference activities and invaluable networking opportunities with fellow quality professionals.

When I return, I’ll provide a post-event report that includes an executive summary, key takeaways, and actionable recommendations. I’ll also share relevant insights with key team members in a debrief or lunch-and-learn session.

Thank you for your consideration and support. I’m dedicated to ensuring our organization gains the full benefits of this opportunity.

Sincerely,   
[INSERT NAME HERE]