**To assist you in requesting approval to attend the Canadian Bar Association’s Alberta Law Conference 2016 we have drafted the template letter set out below. We hope that it help you gain support from your managing partner or supervisor. Feel free to customise it however you would like.**

To: [Name of your managing partner and/or person who would approve your request to attend]

Cc: [Finance/HR, if applicable]

From: [Your name here]

Date: [Fill in as appropriate]

**Re: Request for Approval to Attend the *Canadian Bar Association’s 2016 Alberta Law Conference***

I request your approval for me to attend the **Canadian Bar Association’s 2016 Alberta Law Conference** from January 28-29, 2016. This conference is the premier event for legal professionals in the province, with two days of first-rate CLE opportunities planned by lawyers, for lawyers. It will also provide me with excellent networking opportunities with lawyers of varying expertise and backgrounds, in addition to Alberta Court of Queen’s Bench and Provincial Court judges.

The theme of the 2016 conference is, **“The Art of Persuasion”** and with the numerous roundtable discussions and presentations, I will certainly leave the two day conference with increased confidence and knowledge about the art of persuasion and how to immediately apply this skill to my day to day practise.

Highlights of this conference include the **Joint Bench and Bar Session** on the topic of *Civility: Communication and Ethics* and the luncheon and debate on the issue of Human Trafficking, which features Joy Smith, anti-trafficking crusader and former MP from Winnipeg.

The presentations regarding detecting the truth, coping with stress through humour and developing strategies to harness the power of generational diversity will be enlightening and I am excited about the Thursday Night Dinner and Key Note Presentation, featuring Manjit Minhas - the newest Dragon on CBC’s hit show **The Dragons’ Den**.

The cost of this conference is [$ insert cost – see: <http://albertalawconference.weebly.com/register.html>] [plus the cost of travel and accommodation, which I estimate to be [$\*].

Attached is a copy of the agenda for the conference, highlighting the areas where I believe I will receive the greatest benefit.

Thank you for your consideration of this request. Please do not hesitate to let me know if you would like to discuss this request further, or if you would otherwise like additional information.

Yours sincerely,

Your name