Hello <supervisor’s name>,

I am excited to request approval to attend the Kentucky Chamber’s [2nd Annual Kentucky Young Professionals Summit](https://www.kychamber.com/events/youngprofessionals), scheduled for July 25, 2025, at the Louisville Marriott East. The summit is ideal for those who are early in their careers and seeking opportunities for professional development, networking, and learning.

The Summit aims to create a dynamic and energetic atmosphere, foster a collaborative environment for the exchange of ideas, and assist in building valuable connections to enhance attendees’ skills to excel in their careers – all of which I believe can significantly benefit me and my contributions to our organization. [Please click here to view the full day’s agenda.](https://www.kychamber.com/events/youngprofessionals/agenda)

I am seeking approval for the summit registration fee and related expenses. Here is my anticipated cost breakdown:

Summit Registration: <$xxx>

Travel: <$xxx>

Accommodation: <$xxx>

Meals: <$xxx>

Total: <$xxx>

Post-event, I am committed to providing an executive summary, recommendations, and major takeaways from the summit.

I would appreciate if we could schedule a meeting soon to discuss my request and ensure alignment with your expectations. Thank you for considering this opportunity, and I look forward to your response.

Sincerely,

<your signature here>

<full name>

<title>

<organization>