Letter to convince your boss to allow you attend

*Association of Certified Sanctions Specialists*

**European Conference on Global Sanctions and Export Controls**

**Online Event**

March 9-10, 2021

Dear [INSERT Decision Maker’s Name],

The Association of Certified Sanctions Specialists (ACSS) European Conference on Global Sanctions and Export Controls takes place March 9-10, 2021. It is an online event. I believe my participation would bring new ideas and approaches to our organization, and significantly advance my professional development. And, it would equip me to pass on what I learn to our colleagues here.

I request your approval to attend this great learning event.

The two-day conference program offers:

* Sessions that address the hottest and most dangerous issues in the fluid OFAC/sanctions compliance and risk management field,
* Opportunities to virtually network with public and private sector attendees from many places,
* Introduction and learning of the newest technology, products and services from some of the best solution providers.

I will use the knowledge I gain to improve our OFAC/sanctions compliance practices in cost-effectively and to share the knowledge with as many of our colleagues as possible. I’ll make the conference materials available to them. If you think it is valuable, I’ll prepare a brief presentation or report to:

* Outline the important points from the various sessions of the conference,
* Compare the products and services offered by the sponsors and exhibitors, which may help us meet some of our needs, and
* Provide you and our organization a list of the new contacts I made.

I reviewed the conference program at sanctionsconference.com and found the following sessions to be particularly useful:

[list the sessions]

Here is a breakdown of the costs of my attending this event:

* Registration: [$xxx]
* Transportation: NONE
* Hotel: NONE
* Miscellaneous: NONE

This conference will yield good dividends for us, help improve our sanctions compliance and reduce our risk of noncompliance and penalties. I think attending this conference will be a good investment. I intend to make it so.

Please let me know if you have any questions. Thank you.

Sincerely,

[INSERT your signature]