**PNSQC Proposal – Ask the Boss Sample Letter – Good Luck!**

 To:

 From:

 Re: Pacific Northwest Software Quality Conference Proposal

I'm writing to ask for approval to attend the 34rd PNSQC Conference in Portland on Oct 17th through the 19th. A large community of software testing and quality assurance experts will be on hand to share best practices, hands-on training, new innovations, and a lot more.

Here are some other tangible benefits to attending the PNSQC conference:

         It will help our company stay current with new software testing and quality assurance trends and technologies. By attending the forward-looking sessions and workshops, I can learn more about leading edge tools and approaches. And find out what other companies are doing to stay competitive.

         I’ll make connections. I will network with peers to und understand how other firms are handling common software testing and related issues. I may even be able to find new employees who can enhance our business.

         I’ll learn new skills and share them with my coworkers. I will make a concerted effort to share what I learn at the conference. I plan to <insert plan>

         [add project or initiative]

         [add project or initiative]

 Here's an approximate breakdown of conference costs:

Airfare: $ xxx

Transportation (between airport and hotel): $ 90

Hotel: (3 nights at $200) $ 600

Meals: (3 days at $50) $ 150

Registration Fee: $ xxx [check for current price]

Total: $ x,xxx

I'm currently working on ways to reduce expenses, including hotel discounts, ride sharing, and meals with vendors. I'll be sure to submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize the return on our current investments in software testing and quality assurance. I can also share relevant information with key personnel throughout the company.

 Thank you for considering this request. I look forward to your reply.

 Regards,