Dear [boss/manager name],

I am asking for your approval to attend the **Payroll Leaders Conference, 17-20 September 2023, at MEET Las Vegas**. This educationalevent presents next-generation training through four transformational certificate programs and is ideal for payroll professionals like me, aiming to increase our leadership skills and who aspire to be leaders within our organizations.

**I know I would benefit from attending the [fill in certificate program name]. This certificate program [fill in description].**

[Select one of these programs to fill in the paragraph above]

[**Foundations**](https://ebiz.americanpayroll.org/ebusiness/Education/ViewClass.aspx?ClassID=6858) **of Payroll Analytics**  
Data drives everything, including payroll. The data that payroll is responsible for drives business results across the entire organization. Today, every payroll staff member is accountable for understanding and interpreting that data. Through payroll analytics you can strategically provide valuable insights that contribute positively to the organization’s bottom line. This program will help you demonstrate dynamic leadership, leverage the value of data, identify trends for process improvements, and measure real success in your payroll operations.  
  
[**State**](https://ebiz.americanpayroll.org/ebusiness/Education/ViewClass.aspx?ClassID=6856) **and Local Payroll Certificate Program**  
This course provides information and insights into the procedures and legal hurdles encountered when ensuring state and local income tax compliance. It covers regulations on paying employees, state wage and hour issues, state income tax (SIT) withholding and much more, including city, county, and school district tax withholding, reporting, and depositing for the 16 relevant states.

[**Strategic**](https://ebiz.americanpayroll.org/ebusiness/Education/ViewClass.aspx?ClassID=6854) **Leadership Certificate Program**  
This course arms you with the knowledge, resources, and skills necessary to face challenges, inspire others, and deliver remarkable results. Upon completion of the course, you'll have the required skills to lead teams through today's ever-changing environment.  
  
[**Global**](https://ebiz.americanpayroll.org/ebusiness/Education/ViewClass.aspx?ClassID=6852) **Payroll Management Certificate Program**  
Whether you are just getting started on your global payroll journey, or want to evaluate your current state, this course will help you take the next step. This certificate program addresses the challenges a global payroll faces.

**Advantage for our organization**

Along with the opportunity to earn up to 20 RCHs, 2.0 CEUs, or 24 CPE credits, this conference will allow me to develop new leadership competencies and a fresh perspective to lead people within our organization through an increasingly dynamic world.

**Summary of costs**

|  |  |
| --- | --- |
| **Item** | **Expenses** |
| Conference fee, includes three breakfasts, two lunches, and a Networking Cocktail Reception | $1,499 |
| Hotel | $400 - 500 plus applicable taxes |
| Flight | $300 - $600 |
| Ground Transportation | $50 |
| **Total** | $2,249 - $2,649 |

I appreciate your consideration of my request. Please take a moment to look at the Payroll Leaders Conference web page — [Payroll.org/PLC](http://www.payroll.org/PLC) — for an overview of information. I could not be more excited to attend this event, and I’m certain this opportunity will be one of the best investments for myself and the entire organization.

*Thank you for your time.*

*Yours truly,*

*[YOUR NAME],*

*a payroll professional, passionate about developing new skills to improve our team*