

## Template to Request to Attend IMPACT 2024

Supporting your career and your organization is our first priority. Please feel free to adapt this IMPACT 2024 template to ask for their support of your CPE credits for your professional development.

Dear [Supervisor's Name],

I hope this note finds you well. I am writing to discuss a potential opportunity that I believe could be beneficial for both my professional growth and our team's strategic initiatives. I would like to attend the IMPACT 2024 conference, hosted by LogicManager on May 15th-16th, though I recognize this requires careful consideration of time and resources.

The conference focuses on enhancing productivity and transparency in risk management—key areas that align with our company's goals. By attending, I would have the chance to learn from other industry professionals and bring back these best practices that could improve our internal processes, especially around the challenges of adopting new technologies like Generative AI.

This event also offers educational workshops that could help us refine our approaches to risk management, ensuring we continue to support our Board of Directors Risk Management fiduciary duties. Importantly, these sessions support our providing evidence of meeting the board's defined tolerances for risk, which is increasingly critical in today's uncertain environment.

Participation would also allow me to earn CPE Credits, supporting our team's requirements for professional development. I am mindful of the investment such an opportunity represents and the need to justify potential expenses. I believe the benefits, including LogicManager's offer for onboarding third-party risk management, would be significant.

I appreciate your consideration of this request. I am fully committed to ensuring that the experience would yield tangible benefits for our team and our company.

Thank you for considering this opportunity. I look forward to your guidance and hopefully a favorable decision.

Warm regards,

[Your Name]