Dear (Manager's Name),

I am interested in attending AusIMM’s Lithium and Battery Metals Conference 2021 in Perth, Western Australia from 1-2 September 2021.

I believe it is essential I attend this conference for my own professional development and career growth, as well as for the success of our company.

AusIMM is the peak body for people in the resources sector, offering outstanding professional development opportunities including world class mining conferences, leadership events and online courses. Their conferences always include a stellar line up of expert keynote speakers, technical presentations, workshops and tours, as well as excellent networking opportunities to connect with industry leaders and other professionals.

AusIMM’s Lithium and Battery Metals Conference is unique in its ability to create a global discussion platform attracting multidisciplinary groups. The conference will explore the future of the lithium, battery and energy metals industry, development trends of lithium extraction, the impact of COVID-19 on global commodities and more.

Please find the link to the conference website to view details of the program, speakers and networking: <https://ausimm.com/conferences-and-events/lithium>

The conference is being offered in person and online, and I would like to attend (insert preferred option). The cost for the (insert preference - hybrid / online) registration is $X,XXX. This includes access to all live conference sessions, on-demand content, conference proceedings, trade exhibition and networking events.

As the mining industry continues to rapidly evolve, it would be of great benefit to attend the conference and keep up to date with the latest knowledge and new innovations that will advance the sector.

I look forward to your favourable consideration of this request.

Kind regards,

**Name**

**Title**