Date

Dear Supervisor,

I would like to attend the IAPP Asia Privacy Forum 2022 conference in Singapore this July, hosted by the International Association of Privacy Professionals.

The Forum draws the top minds in Asia-Pacific data protection. It provides expert education, thought-provoking discussion, and excellent opportunities to make connections in the data protection community. My attendance at Asia Privacy Forum 2022 will benefit our organisation by:

* **Keeping us prepared for current and future privacy challenges.** Sessions on the leading issues in data protection will expose me to best practices and emerging trends in the industry.
* **Making valuable connections.** The conference offers numerous networking opportunities for connecting with and learning from peers who are handling data protection issues similar to ours.
* **Learning new skills and sharing them with co-workers.** I will be able to bring back what I learn and educate others in my department and throughout the organisation.
* **Implementing new knowledge and skills within the organisation.** I hope to focus on finding solutions that could benefit these projects: [add project or initiative], [add project or initiative] and [add project or initiative].

After reviewing the conference programme, I have identified several sessions that will help me gain a deeper understanding of how we can improve our data protection practices, including:

* [Add session]
* [Add session]
* [Add session]

Provided I register by 10 June, I can take advantage of the early bird registration rate, which offers a S$100 discount.

After attending Asia Privacy Forum 2022, I will gladly share relevant information with my co-workers and key personnel throughout the organisation. I will also work with you directly, as well as our department, to discuss how we can implement the best practices, skills and ideas I gather.

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

Regards,

[Your Name]