Tuesday, 12 April 2016

Dear <First name of Employer>

I would like to attend the Agile Australia 2016 Conference on Monday 20 June – Tuesday 21 June 2016 in Melbourne, and the <insert Workshop> on <Wednesday 22 June or Thursday 23 June].

This conference targets innovation strategies for organisations, and as such, I feel this would be invaluable both for my professional development, as well as for my team and the organisation more broadly.

Agile Australia 2016 will feature multiple streams, each exploring the overarching theme of ‘Towards the Agile Country’. Highly-respected international speakers and thought-leaders will address topics including new ways to work with your team and stakeholders, adapting to rapidly changing market conditions, tools for more valuable solutions, and new ideas and perspectives. The conference comprises diverse content, from technical issues like testing and usability, to methodologies including Agile and Lean, to cultural concerns such as leadership and responding to change.

As the conference attracts well over 1000 delegates each year, this is a rare opportunity for networking and representing our organisation among global thought leaders.

I would be happy to report back on the conference keynotes, invited speakers and other sessions; as well as any workshops I attend, and I could also provide briefs as required on the topics covered and share presentations from the speakers.

The cost to attend the Agile Australia 2016 Conference is: <insert relevant cost>

Single Conference Registration: $1000

Full Day Workshop: $800

Half Day Workshop: $450

Social Program: Social Day - $180 | Exclusive Dinner - $200

Full details are available here: [www.agileaustralia.com.au](http://www.agileaustralia.com.au)

Furthermore, if we register a team of five or more delegates from our organisation, we would be entitled to 10% discount on registration fees for both the conference and the workshops. These costs are inclusive of GST and includes all refreshments, conference materials and access to all sessions on both days of the conference.

A team registration would be beneficial for improving our collaboration and communication strategies, especially if we were to select a workshop designed to improve team processes. Furthermore, a team registration would enable us to better cover the multiple streams of panels and speakers over the two-day conference.

There is a further option to attend the Agile Australia pre-Conference Social Program on Sunday 19 June 2016. This would enable me to meet influential delegates and speakers and establish invaluable new connections in some very interesting settings.

Travel and accommodation costs for this Conference are estimated at <insert costings>.

I believe attendance of this Agile Australia 2016 will enable me to enhance my knowledge and skillsets, develop innovative and effective new ways of working, and offer superlative opportunities for networking and engaging with the foremost minds in Agile, technology, business and innovation.

Yours sincerely,

<insert name>