

Dear [XXXXXXXXXXXXX],

I request approval to attend the [**CX for Public Sector Summit 2025**](https://www.cxpublicsectorsummit.com/)in **Toronto** on **March 18-19**. As Canada’s premier event for public sector CX professionals, it offers unparalleled learning and networking opportunities with industry leaders from **Employment & Social Development Canada, Statistics Canada, Treasury Board of Canada, City of Markham, SickKids Foundation, Service Canada, and more**.

**Attending will allow me to:**

1. Gain cutting-edge insights on AI-powered transformation, data analytics, and citizen-centric service delivery

2. Learn best practices to enhance our operational efficiency and citizen satisfaction

3. Network with public sector innovators and thought leaders

**Key benefits for our organization include:**

* Implementing cost-effective digital transformation strategies
* Improving our total citizen experience
* Transforming patient and member care through seamless journey orchestration across all touchpoints
* Staying ahead in the rapidly evolving public sector CX landscape

I've identified specific sessions and exhibitors aligned with our strategic goals.

I plan to attend the following key sessions to enhance my professional development and bring valuable insights back to our organization:

* <INSERT SESSION HERE>
* <INSERT SESSION HERE>
* <INSERT SESSION HERE>

Key solution providers I plan to engage with to explore potential benefits for our organization:

* <INSERT SOLUTION PROVIDER NAME HERE>
* <INSERT SOLUTION PROVIDER NAME HERE>
* <INSERT SOLUTION PROVIDER NAME HERE>

The total cost, including the in-person pass, accommodation, and travel expenses, is $[Insert Total].

This investment will yield significant returns through enhanced citizen services, proven digital solutions, and innovative approaches to public sector CX. Upon return, I'll provide a comprehensive report with actionable insights for immediate implementation.

I'm confident that my attendance will directly contribute to our organization's service excellence and citizen satisfaction goals. I appreciate your consideration and look forward to your approval.

Sincerely,

[Your Name]