Dear [MANAGER’S NAME],

I would like to seek your approval to attend the Asia Education Duty of Care Conference (AEDOC) 2025 in Singapore on 9 October 2025.

AEDOC is organised by the International SOS Foundation for the education sector, including international schools, colleges, and universities. Attending this event will be an excellent opportunity to pick up practical takeaways and learn from industry practitioners such as Trip Leaders, Campus Health and safety Officers, Office of Student Life & Exchange Programmes management, and School Nurses.

This year’s event will focus on “Safely Navigating the Global Classroom”. This will provide me with insights on how to better manage the health and security risks for our students, staff and faculty in today’s uncertain world.

I’ve looked into the costs for me to attend and broken them down below:

* Event registration: US$100.75 (Early bird ticket)
* Travel:
* Hotel:
* Expenses for meals: *note that coffee breaks and lunch will be provided*
* Total: *Remove the listed costs which are irrelevant to you*

AEDOC offers early bird ticket pricing, so the earlier I can register, the cheaper the event registration cost will be.

Thank you for taking the time to consider this request. This event is an investment in my development and improving the impact I can make. I’d happily discuss this with you in more detail if needed.