**[Date]**

**[Your Supervisor's Name]  
[Your Supervisor's Title]  
[Your Employer's Name]  
[Your Employer's Address]**

Dear **[Your Supervisor's Name],**

I would like to request approval to attend the 2025 ALPMA and ALTA Business of Law Summit, which will be held at the ICC, Sydney, from 3 to 5 September 2025. This event is being hosted by the Australasian Legal Practice Management Association (ALPMA) and the Australasian Legal Technology Alliance (ALTA).

The Business of Law Summit is Australasia’s leading legal practice management and technology conference and offers numerous professional development sessions and presentations that are directly relevant to my role within the firm. It presents an excellent opportunity to network with other professionals across Australasia to gain insights into best practice principles for legal practice management, to keep abreast of current and emerging trends for law firms, hear from subject matter experts, connect with industry partners and connect with the wider legal community.

The event will showcase thought leaders across multiple business of law streams (finance, operations, marketing, technology, people & culture etc) with a connected theme of trailblazing tomorrow: into the New Frontier. Many of the presentations will cover topics relating to **[Insert your profession]** and will provide valuable information on how to **[clearly list benefits to your job responsibilities].**

Some of the sessions I have chosen to attend are described below. I believe these sessions will be particularly beneficial as they address challenges we are currently facing and will offer strategies to improve our processes:

* **[Session #1 with description including benefits to your job responsibilities and/or organisation]**
* **[Session #2 with description including benefits to your job responsibilities and/or organisation]**
* **[Session #3 with description including benefits to your job responsibilities and/or organisation]**

More details about the program and speakers can be found here: [2025 ALPMA + ALTA Summit Program](https://gems.eventsair.com/2025-alpma-summit/agenda)*.* In addition to attending the event in person, the sessions marked with the red REC icon will be recorded and made available to watch after the event for delegates.

The full Summit fee is **[$XXX (Member) / $XXX (Non-Member)].** I am seeking support and funding from **[Insert Your Organisation]** and have outlined all related expenses below:

* **Transportation:** **[Insert travel cost]**
* **Hotel:** **[Insert accommodation cost]**
* **Meals:** **[Insert meal cost]**
* **Summit Fees:** **[$XXX (Member) / $XXX (Non-Member)]**

**Total:** **[Insert total cost]**

I am confident that the knowledge and insights gained from attending this event will greatly benefit our team and the organisation in both the short and long term.

Thank you for considering my request.

Sincerely,

**[Your name]**