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Dear [Supervisor's Name],

I hope this message finds you well. As a new manager, I am eager to enhance my skills and knowledge to better serve our team and contribute to our firm's success. I recently learned about Level Up: ALA's 2025 Legal Management Fundamentals event, which will be held in Atlanta, Georgia, on September 12-13, 2025.

This conference offers a comprehensive program focused on essential aspects of legal management, including leadership, financial management, human resources (HR) and firm operations. Attending this event would provide me with valuable insights and practical tools that I can immediately apply to our firm's mission and overall operations.

Specifically, the conference will cover topics such as:

- Best practices for streamlining workflows and reducing overhead costs.
- Techniques to optimize billing practices and increase profitability.
- Strategies to enhance client satisfaction and retention.
- Methods to foster a collaborative and productive work environment.

I believe that participating in this conference will not only benefit my professional development but also bring fresh perspectives and strategies to our firm. The opportunity to network with industry experts and peers will further enhance our ability to stay ahead in the competitive legal landscape, provide insights and manage resources as needed.

I kindly request your approval to attend this conference. I am confident that the knowledge and skills gained will be instrumental in driving our firm's success and aligning with our organizational goals.

Thank you for considering my request. I look forward to discussing this further and am happy to provide any additional information you may need.

Best regards,