SUBJECT: Approval to attend ISCA Conference 2023

Hello [MANAGER NAME],

I’m writing to ask for approval to attend ISCA Conference 2023, the national accountancy body’s flagship conference, specially curated for the finance and audit profession.

The conference will spotlight many significant and emerging trends, including how AI is reshaping the accountancy industry, sustainability trends for finance team, and adaptive fraud prevention, all these are valuable insights useful for my role as [insert your designation].

The Conference will also emphasise the crucial theme of audit and accounting quality, which constitutes a fundamental aspect of our profession. [More details of the conference can be found here.](https://isca.org.sg/member-support/corporate-events/isca-conference-2023)

In addition to knowledge, as this is the most well attended conference for finance professionals in Singapore, I will get the opportunity to network with finance professionals from other sectors, I believe this will help expand my knowledge and connection across new verticals.

The Conference will be on 29 November, Wednesday and I would like to attend the event.

Thank you for considering this request. I look forward to your reply.

Best regards,

[MY NAME]