The Performance Testing Council is a non-profit organization that provides opportunities for education, networking and development of best practices for performance testing. They are holding a summit with a program that is rich in content. I would like to attend the summit which takes place in City on dates. Past attendees have reported that it is a great opportunity to learn about performance testing, how companies are using it and what tools are available to manage certification programs using it. On their website I see companies involved in PTC include Microsoft, National Registry of EMTs, Symantec, and [many others](https://www.performancetest.org/member-directory). I believe that it will advance my own professional skills and development by networking with performance testing experts and certification managers that use performance testing.

New technologies are presented and discussed at the summit as well as updates on committee work that develops best practices and educational tools such as the Psychometric glossary for performance testing. The agenda for the summit can be found here. These sessions will be useful, as they <INCLUDE INFORMATION ON HOW THE SUMMIT APPLIES TO YOUR PROFESSIONAL AND ORGANIZATIONAL GOALS>

I would like to request approval to attend the Performance Testing Council summit since it will provide an opportunity to learn and share new ideas with a growing community. I believe attending will prove a great return on investment. I have outlined the cost of attendance below:

|  |
| --- |
| **Estimated Expenses** |
| Transportation | **$ \_\_\_\_\_\_\_\_\_\_\_** |
| Airfare | **$ \_\_\_\_\_\_\_\_\_\_\_** |
| Hotel | **$ \_\_\_\_\_\_\_\_\_\_\_** |
| Meals (most provided by PTC) | **$ \_\_\_\_\_\_\_\_\_\_\_** |
| Summit Registration Fee | **$ \_\_\_\_\_\_\_\_\_\_\_** |
| **Total Cost** | **$ \_\_\_\_\_\_\_\_\_\_\_** |

Upon returning, I will produce a report summarizing my findings from the summit.

Thank you for considering my proposal to attend the Performance Testing Council Summit.

Sincerely,

<INSERT NAME>