Subject: Request for Approval to Attend Canva Basics LAB

Dear [Boss's Name],

I would like to request your approval to attend the **Canva Basics LAB**, an immersive, hands-on learning experience hosted by Association Forum in Chicago. Designed for professionals who are ready to level up, LAB Programs are a series of workshops that deliver real-world results. Each LAB session is built on three pillars:

- ❖ **Learn** from leading experts and fresh perspectives.
- ❖ **Apply** your knowledge immediately through guided, real-time practice.
- ❖ **Build** practical tools, strategies, and confidence that will carry forward in careers.

LAB Programs offer the space, support, and structure to move from inspiration to implementation—deepening expertise, strengthening leadership, and exploring new territory.

Here are five key reasons why I believe this is a smart investment:

1. **Empowered Design Confidence** – I'll gain practical skills to confidently create professional graphics that align with our brand and messaging.
2. **Time and Cost Efficiency** – By learning Canva's intuitive tools and templates, I can streamline content creation and reduce reliance on external design support.
3. **Cross-Functional Impact** – The skills I gain will benefit multiple areas including marketing, membership, and events—enhancing our storytelling and engagement.
4. **Collaboration Ready** – I'll learn how to use Canva's shared workspace features to collaborate more effectively with team members.
5. **Immediate Application** – From social media posts to presentations and flyers, I'll leave with ready-to-use assets and a toolkit of design principles I can apply right away.

The registration fee is **$90 for members** (or $115 for nonmembers). I am confident that the skills and insights I gain will translate into meaningful contributions to our team and strategic initiatives.

Thank you for considering this request. I would be happy to share more details or discuss how this aligns with our goals.

Sincerely and in gratitude,

[your name]