**Subject: Request for approval to attend MoodleMoot Global 2024 in Mérida, México**

Dear [Supervisor's Name],

I’m requesting approval and funding to attend MoodleMoot Global 2024, scheduled for October 22-24 in Mérida, Mexico. The annual conference brings together Moodle users from around the world, providing an invaluable opportunity for networking, professional development, and learning how to advance our LMS further. Attending this event will enable me to update and optimize how our organization uses Moodle.

The conference will feature keynote presentations from industry experts who will share their insights on pedagogical best practices and how to implement Moodle to achieve organizational learning goals successfully.

Here are a few more benefits that we can expect from the conference:

* **Technical solutions and support:** Gaining firsthand advice to resolve common technical issues and explore scalable solutions to optimize our LMS performance, ensuring stability for our growing user base.
* **Change management and execution:** Interacting with colleagues and specialists to effectively manage platform dynamics and implement change within our institution to operate Moodle seamlessly.
* **Cost efficiency:** Discovering new ways to streamline operations and enhance our Moodle platform's efficiency that will eventually lead to long-term cost savings for the institution.
* **Innovative technologies:** Exploring how emerging technologies, especially AI, can be integrated into our LMS to enhance training and learning experiences.
* **Networking and collaboration:** Building connections with other Moodle administrators who face similar challenges, enabling ongoing support and collaboration beyond the conference.

The knowledge and enhancements I would acquire from MoodleMoot Global 2024 will directly contribute to improving our online learning programs. I am certain that the cutting-edge practices and technologies discussed at the conference will guide us in making our online training offerings more effective.

It will also help us understand how to utilize our LMS to align with the organization’s strategic goals to elevate training standards and boost operational excellence.

The investment required for the conference is **USD 796**, which covers the entry fee. If we get our tickets before 16 July, we can also get an early bird discount of 20% on full-price options. Considering the aforementioned benefits, I am confident that we will see a significant return on investment.

Thank you for considering this request. I am happy to discuss this further and provide additional details as needed.

Sincerely,

[Your Name]

[Your Position]