



Dear [Supervisor/Manager's Name],

To further develop my skills, expertise, and knowledge around shared project and portfolio management (PPM) best practices, I would like to attend the **PPM Tour event in Brussels** (<https://planisware.com/Project-Management-Event-Brussels-2025>). This event will take place on **November 25, 2025**, and is designed as a human-sized gathering of approximately 40 senior professionals.

Here's the value I expect to gain from attending this event:

- Gain practical insights into how other organizations manage PPM challenges. I will hear directly from global companies about how they approach portfolio governance, project execution, and learn from the challenges they've overcome.
- Exchange best practices with my peers. I will meet fellow PPM professionals from diverse industries and discuss concrete solutions to common challenges through interactive sessions and networking opportunities.
- Learn from industry thought leaders. The event will feature a keynote by a prominent Belgian expert who will share insights on driving impactful change and innovation in project and portfolio management.
- Experience hands-on demonstrations of PPM tools. I will see practical examples of how advanced tools can support better decision-making and resource management in complex environments.

I believe this event will strengthen my capabilities and contribute meaningfully to the way we approach project and portfolio management in our organization.

Sincerely,
[Your Name]

Costs: The approximate investment for my attendance is:

Travel costs (meals, ground transportation, etc.)	
Transport	
Accommodations* (X nights at €X/night + state and local taxes)	
Conference Pass	Complimentary
Total	€

Sincerely, [Your Name]