**Convince Your Boss Letter Template**

**Subject:** REQUEST FOR APPROVAL TO ATTEND THE DELOITTE TRAINING PROGRAM AT WTC BINH DUONG NEW CITY (OCTOBER 9–10, 2025)

Dear [Manager’s Name],

I would like to kindly request your approval to attend the internal training program jointly organized by Deloitte Vietnam and WTC Binh Duong New City, scheduled on October 9–10, 2025, at the Binh Duong Convention & Exhibition Center (BCEC).

This training program is specifically designed for businesses, focusing on the theme:

*“****Building Resilient Governance: Internal Control, Risk Management & ESG in A Transition Era****”.*

Reasons why I would like to attend this program:

1. **In-depth and practical content:** The program addresses key issues that are highly relevant to businesses today, including internal control, risk management, fraud prevention, and ESG governance.
2. **Learning from Deloitte experts:** The sessions will be delivered by Deloitte specialists – recognized among the world’s leading consulting professionals – who will share practical experiences, case studies, and tailored governance solutions for Vietnamese enterprises.
3. **Hands-on and applicable knowledge:** Beyond theory, the program emphasizes real-life scenarios and management practices in internal control, risk mitigation, fraud prevention, and ESG – all directly relevant to [Company Name]’s current priorities.
4. **Gateway to knowledge-sharing and networking across the business community:** The program also offers a valuable chance to engage and exchange management experiences with executives and professionals from various companies, thereby broadening perspectives and fostering potential collaborative relationships.

By attending this training, I will be able to update my knowledge of modern governance practices and apply them to my daily work, supporting the company in enhancing transparency, managing risks more effectively, and moving toward sustainable growth.

**PROGRAM DETAILS:**

**Date:** October 9–10, 2025.

**Venue:** Binh Duong Convention & Exhibition Center (BCEC) | B11 Hung Vuong Boulevard, Binh Duong, Ho Chi Minh City.

**Key Topics:**

* Building and operating an effective internal control system.
* Risk management and fraud prevention.
* ESG (Environment – Society – Governance) management in the context of transformation.

I sincerely hope to receive your approval to participate in this meaningful program.

**\* For your reference, I have attached a brochure that includes a detailed agenda and fee information.**

Thank you very much for your kind consideration.

Best regards,

[Your Full Name]

[Your Position]

[Contact Information]