Dear [Approval’s Name],

I am writing to request your approval to attend the [PHASE Asia Pacific 2025](https://phase.community/conference-asiapacific) conference, which will be held in Singapore from 13-16 November 2025.

A little bit of background about PHASE conference, this annual conference has brought over 5,000 educators from all over the world to share best practices since its inception in 2015, all for the sake of learning from leading authorities in their respective fields as well as from practitioner presenters, to network with fellow educators, and to access good practice and resources in multiple formats. [Watch this video](https://www.youtube.com/watch?v=osuOh5zGuhc).

The details for the upcoming event are still coming together but information on the previous event in Bangkok gives you a good sense of what to expect:

* A total of 397 attendees from a record-breaking 35 countries for the four days of pre-conference workshops and main conference days
* Close to 100 sessions of in-person sharing, including 2 two-day pre-conferences, 3 one-day pre-conferences, over 20 topics at #CoffeeTalk session, and 7 blocks of breakout sessions with (some) up to 14 sessions per breakout block
* 90 international speakers presented at PHASE AP, contributing to the growth and development of the PHASE conference attendees

I believe that attending this conference would be a valuable professional development opportunity for me. I would have the opportunity to learn from some of the world's leading educators, and I would be able to bring back new ideas and strategies that I could use in my classroom.

Here is a quick breakdown of the costs to cover our attendance to the conference as a team of three *(or more)*:

1. For the Main Conference: [Refer to price list here, group discounts available](https://phase.community/register-asiapacific)
2. For the pre-conference workshops:[View all workshops](https://phase.community/asiapacific/preconferences)
3. Hotel Costs: [from $190USD per night/ $300USD per night per room (depending on availability)](https://phase.community/hotels/) - booking done through the same conference ticket registration link
4. Flights: [Google flights search](https://www.google.com/travel/flights)
5. Estimated travel costs: *(below for reference)*
* Currency exchange rate: [USD > SGD](https://www.xe.com/currencyconverter/convert/?Amount=1&From=USD&To=SGD)
* Recommended ride booking app - [GRAB](https://www.grab.com/sg/download/?af_sub1=book_ride&af_force_deeplink=true&pid=organic_web&is_retargeting=true&af_js_web=true&af_adset=grab_website&af_ad=sg&af_channel=transport&c=organic_web&af_ss_ver=2_7_3)
* [Klook Airport Transfer 1-way](https://www.klook.com/en-MY/airport-transfers/results/?flightDirection=1&from=Singapore%20Changi%20Airport(SIN)&to=Holiday%20Inn%20Express%20Singapore%20Katong%2C%20an%20IHG%20Hotel&address=88%20E%20Coast%20Rd%2C%20Singapore%20423371&lat=1.350189&long=103.994433&poiId=50185459&poi_lat=1.3047255&poi_long=103.9046894&time=2025-11-12%2009%3A00&pas=2&code=SIN&place=&ac=&kcid=6&spm=AirportTransfer_SearchResult.SearchBtn&clickId=9931ca6a89) as reference
* About airport: [Singapore Changi Airport](https://g.co/kgs/8XkpH8f)
* Conference Venue: [UWCSEA East Campus](https://g.co/kgs/YM8vzL9)
* Conference Hotels: [Holiday Inn Express Singapore Katong, an IHG Hotel](https://maps.app.goo.gl/WNKmEFZQPXPXG1cM8) or [Hotel Indigo Singapore Katong, an IHG Hotel](https://maps.app.goo.gl/C3SeS8rWWdAg2CRu5) (daily transport to conference venue is provided from these hotels)

I appreciate your consideration of my request. Thank you for your time and attention.

Sincerely,

[Your Name]