

Dear <insert Approving Manager name>,

I'm emailing you with the request to attend SpiceWorld, a three-day tech conference taking place September 23 – 25, 2019 in Austin, TX. The event is hosted by Spiceworks, the IT marketplace that millions of tech pros use to learn new IT skills, find IT solutions, and manage IT services.

This year there are 50+ sessions led by technology experts, experienced IT pros, and tech vendors, all packed with practical tips to help me do my job more efficiently. Previous session topics include GDPR, security, networking, virtualization, automation, and cloud. My main goal in attending is to find cost and time saving solutions that'll benefit our organization. Here are a few projects in queue that could benefit:

1 - <insert project or initiative>

2 - <insert project or initiative>

3 - <insert project or initiative>

In addition to the sessions, the conference goers get the opportunity to learn about products and trends from top tech brands exhibiting at the show, such as Hewlett Packard Enterprise, Cisco, Carbonite, Scale Computing and Webroot.

Here's an approximate breakdown of conference costs:

- **Travel: \$xxx**
- **Transportation (airport/train station/hotel/venue): \$xx**
- **Hotel (3 night at \$250 p/n): \$xx**
- **Meals (all included with conference pass!): \$0**
- **Registration Fee: \$499 (price good through September 22)**
- **Total: \$x,xxx**

I plan to return energized with recommendations and best practices for improving our department. And, if I register before September 22, I/we will save \$100 off the full conference registration costs. Thanks for considering this request... looking forward to your reply!

Cheers,