

Dear <insert Approving Manager name>,

I'm emailing you with the request to attend All Access, a one-day tech event, taking place on the 27th June in London. 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 12+ 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, virtualisation, PowerShell, cloud, enterprise network security, and project management. My main goal in attending is to find cost and time saving solutions that'll benefit our organisation. 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 event offers the opportunity to learn about products and trends from top tech brands exhibiting at the show, such as HPE, Scale Computing, and Webroot.

Here's what other IT pros had to say about the All Access event:

*"All Access was brilliant. Vendors were excellent and the quality of the breakout sessions were first class."*

*"The peer-led discussions are incredibly informative."*

*"I've left with useful knowledge, and with many new friends. The format in my eyes was a perfect balance between work and fun. Thanks for an awesome experience. I look forward to the next one!"*

**Here's an approximate breakdown of conference costs:**

- Travel: £xxx
- Transportation (airport/train station/hotel/venue): £xx
- Hotel (1 night at £120 p/n): £xx

- Meals (all included with conference pass!): **£0**
- Registration Fee: **£90**
- **Total: £x,xxx.xx**

***(That's about £525 less than other one-day tech conferences!)***

I plan to return energised with recommendations and best practices for improving our department. Thanks for considering this request... looking forward to your reply!

Cheers,