[DATE]

Dear <Manager’s Name>,

I am requesting your approval to attend DC5G, being held at the Capital Hilton in Washington, DC November 12-13, 2018. The event offers a variety of professional learning opportunities in the latest topics surrounding the upcoming rollout of 5G networks.

At DC5G, I will have the opportunity to attend two days of educational sessions to build my knowledge and gain exposure to the most timely and relevant topics and trends in 5G technology. This rich learning experience will also equip me with valuable information I can share with my colleagues. By passing on the resources I gather, I can help position our company to <insert core benefit to your company>.

The event will give me the chance to interact and network with others in my field but also representatives from a diverse array of industries, such as commercial enterprise, federal, local and state government, and terrestrial and satellite service providers.

I am seeking approval for the registration fee and travel expenditures. Here is a complete breakdown of the conference costs:

Conference Pass: $XXXX

Airfare: $XXXX

Hotel: $XXXX

Meals: $XXXX (breakfast and lunch are included with Conference passes)

Total cost: $XXXX

I am confident that I will bring back a great deal of valuable information from DC5G. I look forward to sharing the knowledge I gain with my peers so we can explore the latest digital technologies for our business.

Feel free to visit the DC5G website for more information: www.DC5G.com

Thank you for considering this opportunity!

Sincerely,