

Hi <first name>,

I am seeking your approval to attend [Red Hat Summit: Connect](#) in person in <city> on <date> and can share some event details for consideration. Red Hat Summit: Connect is a 1-day conference (with a welcome reception the evening before) offering collaborative sessions on open source and cloud technology, IT processes, and more. Event attendees will include industry professionals, Red Hat experts and partners, and our peers in the IT community.

In addition to getting hands-on experience with the technology we use every day, I'm excited to explore what the future holds for these solutions. Remaining at the forefront of technology is an important step in our innovation journey at <company>. As such, I plan to attend these sessions:

- <Session or lab name>
- <Session or lab name>
- <Session or lab name>

My experience at the conference will help me support our team goals, including <\_\_\_\_>. After the event, I'll plan to share what I learned in a team debrief—including key takeaways, insights, and new, actionable ideas.

Here is an estimated breakdown of the cost to attend:

Conference fee: No cost

Airfare: \$\_\_\_\_

Transportation: \$\_\_\_\_

Meals: \$\_\_\_\_ *Red Hat will provide breakfast and lunch at the conference.*

Hotel/lodging: \$\_\_\_\_

**Total investment:** \$\_\_\_\_

I'm happy to answer any follow-up questions you may have and want to thank you for considering this request.

Sincerely,

<Your name>