

Hi <first name>,

I would like to attend the 2015 Red Hat Summit on June 23-26 in Boston, MA. I reviewed this year's agenda and the list of sponsoring organizations, and feel that the time and financial investment would be worth our while.

For 3 full days, I'll get extensive, hands-on experience with the technologies we use every day and have access to:

- Red Hat executives and product leadership sharing Red Hat's IT vision
- Thousands of peers facing similar challenges
- 200+ business and technical sessions led by Red Hat experts, customers, and partners
- 5 hours of keynote presentations covering the latest trends
- 10 hours of dedicated access to Red Hat partners and their solutions
- Up to 8 hours of networking with peers from other companies.

The 2015 agenda offers presentations featuring cost-saving technologies and processes. I'll learn how to expand our existing capabilities efficiently, and I'll be exposed to emerging solutions we can take advantage of in the future.

I've included an agenda of sessions and conference activities I'd like to attend that align to the goals we have set for our organization.

[Select "Show filters" on the [Sessions and labs](#) page to sort by product line, solutions, benefits, and/or technical difficulty. The advanced search shows even more filtering options. It's recommended that you include at least 5 sessions you plan to attend the top 3-5 sponsors you plan to connect with.]

This agenda aligns directly to the priorities we have set for 2015. By attending, I'll be able to address [priority 1], [priority 2], [priority 3].

Here is a complete breakdown of the conference costs:

Airfare:	\$XXX
Transportation:	\$XXX
Hotel:	\$XXX
Meals:	\$XXX (<i>Breakfast and lunch included in conference fee</i>)
Conference fee:	\$1,495 (<i>Discounted if we send a group of 4 or more or request a code</i>)
Total:	\$XXX

After the conference, I'll relay recommendations and action items. I will also circulate a detailed trip report so other members of our team will be able to benefit from what I learned at the event.

I am confident that attending the [Red Hat Summit](#) will produce a significant return for a small investment. I am seeking approval for the registration fee and travel expenditures. Please let me know if you have any questions or need any further clarification.

Thank you for your consideration.