Red Hat Summit and AnsibleFest 2024
Suggested outline for web placement

Dear [your manager's name],

I'd like to attend Red Hat® Summit and AnsibleFest 2024, May 6-9, 2024 in Denver, Colorado. I expect to learn a lot during the week, both attending learning sessions and connecting with Red Hat experts.

Participating in this conference will help me:
- Boost proficiency in core Red Hat services, like Red Hat Ansible® Automation, Red Hat Enterprise Linux®, and Red Hat OpenShift®.
- Apply technical best practices on topics such as cloud architecture, continuous deployment, large-scale migrations, and artificial intelligence and machine learning (AI/ML).
- Gain valuable hands-on experience at instructor-led and self-paced labs, lightning talks, and breakout sessions, which I can bring back to the team.

Here's a breakdown of estimated costs:
- Domestic airfare estimate: [insert cost]
- Hotel (X nights at the discounted Red Hat Summit rate): [insert nightly cost] per night/[insert total cost] plus tax and fees
- Registration fee: [insert cost]
- Total: [insert cost]

After the conference, I'll circulate a report with a summary of what I learned about and how it could benefit our company.

Thank you for considering my request to attend this event.

Looking forward to your reply.
[your name]