**Subject: Feedback Requested—Informatica World 2019**

Hi, [Manager’s Name].

I’m writing to ask for your approval to attend Informatica’s annual user conference, Informatica World 2019, taking place May 20-23 at The Venetian in Las Vegas. This is the annual gathering of Informatica’s community of experts—an ideal opportunity to get big-picture advice and hands-on learning to help us meet our evolving data challenges.

In addition to breakouts, deep dives, roundtable sessions, real-world case studies, valuable networking opportunities, and an entire day dedicated to innovative market perspectives designed to help us harness market trends to our advantage, the conference offers real value to our company. I'm confident that attending will help us manage our data more holistically to better meet our customers’ needs and help us leverage investments in our existing products.

At the conference, I’d like to focus my attention on finding strategic solutions for these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

Here’s an approximate breakdown of conference costs:

* Airfare: $XXX
* Transportation (between airport and hotel): $XX
* Hotel (3 nights at $XXX incl. tax): $XXX
* Meals (included in conference fee): $0
* Registration Fee: $ 1,995
* **Total: $ X,XXX**

If I register before April 8, **we’ll save $300 off the standard conference fee** and I’ll get early access to the session scheduler in order to reserve a seat in the most sought-after sessions. I'd of course share key learnings from the event in an executive summary for our team, but it's also worth noting that if we opt to send five employees or more, **we can save $500 per person**.

Thank you for considering this request, [Manager First Name]. I look forward to your reply.

Regards,

[Your Name]