[Subject line]:

Request to attend Informatica World 2020

[Body copy]:

Hi [Manager’s Name],

I’d like to learn more about data solutions that I believe would have a positive impact on our company’s success and ROI, particularly in the areas of \_\_\_\_\_\_\_, \_\_\_\_\_\_, and \_\_\_\_\_\_. I’m writing to ask for your approval to attend Informatica’s annual user conference, Informatica World 2020, taking place May 18-21 at The Venetian Resort in Las Vegas. It’s 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 hundreds of roundtable sessions, workshops, real-world case studies, networking opportunities, and 1:1 time with Informatica executives and product experts, the conference offers real value to our company. I'm confident that attending will help us manage our data to better meet our customers’ needs and help us leverage our investment 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 $258 incl. tax): $XXX
* Meals (included in conference fee): $0
* Registration Fee (super saver): $ 1,995
* Total: $ X,XXX

If I register before April 8, we’ll save $300 off the standard conference fee of $2,295. Of course, I’d share key learnings in an executive summary for our team, but it's also worth noting that if we opt to send five or more employees, we can save $500 per person.

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

Regards,

[Your Name]