Dear Approving Manager,

I am writing to request your approval to attend DataWorks Summit on April 16 – 19, 2018 in Berlin, Germany.

After reviewing content from the 2017 conference in Munich, I know that by attending I will come back with a wealth of knowledge on all things data—data warehousing & operational data stores, AI and data science, big compute and storage, cloud and operations, governance and security, cyber security, and IoT and streaming.

I’ll find out how some of the world’s most successful companies tackle and use big data – companies such as Comcast, Verizon, Netflix, Walgreens, PayPal, Ford Motor Company, Wells Fargo, LinkedIn, and Uber have presented in the past – and how we can apply what they have learned to our big data strategies.

Over two days, I will have access to:

- Over 70 in-depth technical sessions that will help us get more value from our data
- Over 55 in-depth technical sessions that will help to better understand new and upcoming tech and it application
- Over 15 business sessions that will help us get more value from our data
- 10+ hours of hands-on introductions to key Apache projects during a Crash Course
- 30+ hours of networking with experts from other leading organizations sharing use cases and best practices
- Like-minded people when I attend one of the Meetups
- Apache Committers, architects, tech-leads, and engineers at a Birds of Feather session where I will share our experiences, challenges, future interests, and requirements on key Apache projects and discuss what’s on the roadmap and future design options.
- Multiple keynote presentations covering the latest technology trends and product announcements

Many of the keynotes and sessions are clearly aligned with our goals – or specifically address some of our biggest challenges.

I am seeking approval for the following estimated registration fees and travel expenditures:

- Airfare or train: [€150]
- Transportation: [€70] (cab to and from local airports)
- Hotel: [€1,200] (estimated based on 3 nights at €180+ tax)
- Meals: [€80] (daily breakfast, lunch and 1 dinner included in conference fee)
- Early Bird Conference Fee: [€750]
- Pre Event Training: Optional and add’l fees apply

**TOTAL: [€2,250]**

Lastly, my colleagues will benefit as well since I will plan to meet with the team when I return to present what I learned and how it can support our organization’s initiatives (Trip Report).

Please accept this proposal to attend DataWorks Summit as I am confident in the significant return we will receive for this relatively small investment.

Thank you for your consideration.

Sincerely,

[Your signature]