Dear [Approving Manager],

I am writing to request your approval to attend DataWorks Summit in Washington D.C. on May 20 – 23, 2019.

After reviewing content from the 2018 conference in San Jose, I know that by attending I will come back with a wealth of knowledge on all things data, including cloud and big data architectures, AI and data science, cybersecurity, big compute and storage, governance and security, and IoT and streaming analytics. Some of the world's most successful companies speak at DataWorks Summit—including Comcast, Verizon, Netflix, Walgreens, PayPal, Ford Motor Company, Wells Fargo, LinkedIn, and Uber. I will discover how they are leveraging the latest open source solutions to transform their businesses and how we can apply what they have learned to our big data strategies.

Over three days, I will have access to:

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

Many of the keynotes and sessions are clearly aligned with our goals – or specifically address some of our biggest challenges. Attending DataWorks Summit will give us a great return on our investment. I am seeking approval for the following estimated registration fees and travel expenditures:

- Airfare or train: [$TBD]
- Transportation: [$50] (cab to and from local airports)
- Hotel: [$1,050] (estimated based on 3 nights at $349+ tax)
- Meals: [$150] (daily breakfast and lunch included in conference fee)
- Early Bird Conference Fee: [$1,000]
- Pre Event Training: Optional and additional fees apply

    TOTAL: [$TBD]

Furthermore, our team will benefit as well since I will plan to meet with them 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]