Dear [Manager Name],

I’m writing to request approval to attend **Hewlett Packard Enterprise Discover 2020**, taking place in Las Vegas, June 23 – 25. This is HPE’s largest global customer event, which will provide an invaluable opportunity for me to explore the newest technologies and get hands-on training within their expanded technical training program available on-site.

In addition to hundreds of sessions covering a breadth of technology topics, I can also benefit from expanded educational and technical courses delivered on-site through HPE Discover Tech Academies. This amplified program features certification training and exams, hands-on training, seminars, case studies and more. In a single week at HPE Discover 2020, I can take training classes, meet with IT experts, attend an array of technical and business sessions and also see the latest technologies in the Experience Showcase. This once-a-year opportunity can help me provide more value to our organization and gain more value from our partnership with HPE.

The cost is outlined below.
- HPE Discover 2020 registration fee: $1,595, early bird pricing until March 27th, or $1,895 after
- Certification Package: $299 (valued up to $3,800)
- Continuing Education Package: $199 (valued up to $2,000)

Some of our programs and projects that could benefit from my attendance:

1. [Program or project name]
2. [Program or project name]
3. [Program or project name]

I request approval for the registration fee plus travel costs. For more information about HPE Discover 2020, visit [www.hpe.com/discover](http://www.hpe.com/discover).

I will endeavor to improve my technical knowledge, acquire certifications or continued education and return with best practices and solutions to put to work. I can review the schedule of sessions and technical training content with you so we can develop a customized agenda that relates most directly to our priorities.

Thank you for your consideration of this request.

Best regards,

[NAME]