Dear [Manager Name],

I’m writing to request your approval that I attend **Hewlett Packard Enterprise Discover 2020**, taking place in Las Vegas, June 23 – 25. This is the company's largest customer event, providing a valuable opportunity to explore new technologies and connect, learn and share best practices with other attendees.

At **HPE Discover 2020**, I can see amazing digital experiences at the intelligent edge and the cloud experience delivered everywhere, all based on data-driven insights brought to us on our terms and delivered as a service. It's what customers expect from the **Edge-to-Cloud Platform-as-a-Service company**.

This year there will be hundreds of sessions presented by technology experts, knowledgeable IT professionals and HPE partners, all loaded with applicable tips and best practices. This atmosphere is the perfect chance to network and collaborate with like-minded thought leaders in our industry and over 10,000 other IT and business professionals. Demos, roundtables and sessions at previous HPE Discover conferences covered topics like edge-to-cloud data, security, the intelligent edge, the progress and future of artificial intelligence and other pertinent subjects.

My main goal in attending is to make connections with other IT professionals and learn about resource-saving solutions that will add value to our organization. Below are some of our programs and projects that could benefit:

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

Additionally, attendees will be among the first to learn about the latest products, trends and technology developments from HPE and HPE’s partners. In our hyper-connected world, industries are digitally transforming engaging experiences as technology and ideas accelerate outcomes and advance the way we live and work. Knowing what’s coming in the future can allow us to position our company and be ready.

[Travel and hotel snippet] The conference takes place at The Venetian Resort and Sands Expo in Las Vegas, Nevada. Flights from our city to Las Vegas usually cost [average flight price]. HPE has also secured a special rate at The Venetian Resort for attendees based on availability at the time of booking.

[Early bird pricing snippet, replaces first sentence of paragraph below] The cost of an early bird conference pass is $1,595. Early registrations save $300, but please note that this offer only lasts until March 27, 2020.

The cost of the program is $1,895 for a full conference pass. 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 strategic skills and return with best practices and solutions to help our organization. I can review the schedule of sessions 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]