

Subject: Request for Approval to Attend MicroStrategy World 2024

Dear [Manager's Name],

I am writing to seek your approval to attend [MicroStrategy World 2024](#) in Las Vegas from April 29 to May 2. This event is a significant professional development opportunity, allowing me to gain advanced knowledge in AI and business intelligence, directly benefiting our team's capabilities and efficiency.

The conference offers practical sessions, hands-on workshops, and networking opportunities with industry leaders. Topics covered will include the latest trends in analytics, cloud migration strategies, and transformative business insights. These align closely with our current projects on [specific project or initiative], [another relevant topic], and [additional relevant topic], and will provide actionable solutions to improve our operations.

Moreover, the event includes free enrollment in educational courses and certifications, adding value to the investment.

Airfare:	\$(estimate for your departure city)
Transportation:	\$(estimate for any taxis or airport transportation)
Hotel:	\$ 220-240/night excl. taxes
Meals*:	\$(estimate meal costs)
Conference Fee:	\$995 if booked by January 31, 2023
Total:	\$(sum of all above lines)

**Breakfast and lunch are included on April 30 and May 1, as well as the welcome reception on April 30 and the conference party on May 1. Lunch is also included for attendees participating in education courses and/or certifications.*

The total estimated expense is \$(sum of costs), which promises a high return on investment through advanced training and strategic networking.

Your support for my attendance at MicroStrategy World 2024 would be an investment in not only my professional growth but also in the potential to significantly advance our department's capabilities.

Thank you for considering this request.

Sincerely,
[Your Name]