Dear {Name},

I'm writing to ask for approval to attend the EventsAir annual user conference, AirTime, October 29 in Washington DC (<https://www.airtime2024dc.com/>). This premier event gathers the entire community of EventsAir product experts to share best practices, provide hands-on training, introduce new innovations, and much more. I know this event will provide the education, connections, and inspiration I need to be even more successful in my role whilst utilizing EventsAir.

**Key Benefits:**

* **Deep user-focused sessions:** Practical solutions and actionable insights to address our event management challenges.
* **Expert-led master classes:** Advanced knowledge and skills on EventsAir topics through hands-on training.
* **Engaging keynotes and Innovation Awards:** Insights from industry leaders and inspiring success stories from other users.
* **Networking opportunities:** Build relationships with industry professionals for potential collaborations and knowledge sharing.
* **Product announcements and demos:** Stay updated with the latest EventsAir enhancements and features.

Here are the costs associated with attending AirTime:

|  |  |
| --- | --- |
| Airfare: |  |
| Hotel: |  |
| Registration Fee: |  |
| Miscellaneous (meals/transport): |  |
| **Total** |  |

I’d kindly appreciate you considering my request, and I hope you have a moment to take a look at the website: <https://www.airtime2024dc.com/>. This investment will result in tangible improvements in our work and ensure we maximize our use of EventsAir. The benefits of attending far outweigh the costs and will have a lasting impact on our success.

Thank you for considering my attendance at AirTime 2024. I am excited about the opportunity to bring back valuable insights and innovations to benefit our team.

Sincerely,