Dear **[Insert name]**,

I am writing to seek approval to attend WSO2Con USA 2018 taking place at the Park Central Hotel in San Francisco from July 16-18, 2018.

The three-day conference will include innovative keynote speeches and interactive sessions on dealing with some of the most current enterprise challenges involving analytics, API management, identity and access management, integration, and DevOps. It will also give me the opportunity to interact and exchange ideas with leading C-suite executives, enterprise architects, and developers.

I have the option of selecting the sessions that will help me improve my skill set as well as my contribution to the company. The sessions I am interested in are as follows:

**[Insert list of sessions you are interested in]**

With travel and 3 nights’ accommodation, the entire trip should still cost well below $2,000, which is very reasonable considering the new thinking, strategy, and solutions we can apply at [company name] to improve efficiency and revenue.

I think attending WSO2Con USA would be a great investment, not only for my personal growth, but also for **[company name]** and **[project name]** we’re currently working on.

Thank you for considering this request. I look forward to your reply.

Regards,