Subject Line: Approval to attend Cisco Live 2023

Dear [your manager’s name],

I am writing to ask for approval to attend Cisco Live from June 4 - 8 in Las Vegas, Nevada. Cisco Live is widely acknowledged as the leading technology customer conference and offers a variety of ways for me to gain skills and knowledge that will help our company thrive.

Through future-focused keynotes from today’s visionary IT thought leaders and Cisco senior executives, numerous networking opportunities, and more than 1,000 educational sessions and interactive learning opportunities, Cisco Live presents a unique opportunity to acquire cutting-edge knowledge and skills on the technologies we already use, and those we will rely on to build a global and inclusive future together.

By attending Cisco Live, I can get training in a single week that would otherwise require multiple courses and sessions throughout the year. Some of the other reasons to attend include:

* The ability to evaluate in person the latest innovations in networking, security, and the cloud.
* The chance to better understand emerging technologies and solutions through hands-on learning with the products that are the driving force behind our digital future.
* The chance to meet directly with Cisco experts and pose questions about our unique business challenges.
* The opportunity to connect with attendees and Cisco partners to hear their perspectives and suggestions about best practices, innovative ideas, and new tools that might benefit our organization.

The bottom line is that by attending Cisco Live, I will become more valuable to our organization which will help us realize more from our investment in Cisco and other technologies.

Here is an estimated breakdown of costs to attend Cisco Live:  
  
Travel Costs: $XXX  
Hotel: $XXX  
Meals (X days at $XXX): $XXX  
Registration Fee: [insert package price]  
TOTAL COST**:** $XXX  
\*Cost varies depending on the registration package selected

If you would like more information about Cisco Live, you can find it at www.ciscolive.com/global, or I would be glad to answer any questions. After returning from the conference, I would be happy to share the valuable insights, product information, and business solutions learned from Cisco Live with our team.

To receive the current pricing, I will need to register by [date].

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

Sincerely,

[your name]