Subject Line: Approval to attend Cisco Live 2024

Dear [your manager’s name],

I am writing to ask for approval to attend Cisco Live from June 2 – 6 in Las Vegas, Nevada. Cisco Live is widely acknowledged as the premier event for education, inspiration, and community for technology professionals.

Cisco Live is focused on developing content that supports the career growth of attendees in the early years of their career in the technology industry.​ If I attend Cisco Live, I will gain the training in one week that might otherwise take multiple courses, sessions, and workshops throughout the year. Here are a few ways that Cisco Live will present an opportunity to acquire industry-leading knowledge, skills, and training on the technologies we already use and those we will need for the future:

* The ability to evaluate, in person, the latest innovations in AI, networking, security, and the cloud and learn about the emerging technologies that will be the driving force behind the future of work.
* Participating in hands-on learning with the products that will lead the digital transformation ahead.
* Meeting directly with Cisco experts and posing questions about our unique business challenges.
* Connecting with attendees and Cisco partners to hear their perspectives and suggestions about best practices, innovative ideas, and new tools that might benefit our organization.

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](http://www.ciscolive.com/global), or I would be glad to answer any questions. After I attend the event, I would be happy to report on 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]