Subject Line: Approval to attend Cisco Live 2025 in San Diego

Dear [your manager’s name],

I am writing to request your approval to attend Cisco Live from June 8-12 in San Diego, California. Widely acknowledged as the leading technology conference, 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 going forward to securely connect the hybrid world.

By attending Cisco Live, I can get training in just five days that would otherwise require multiple courses and sessions throughout the year. Specifically, I’ll be able to:

* Hear directly from IT thought leaders and Cisco senior executives on Cisco’s latest announcements and launches.
* Evaluate first-hand the latest innovations in AI, networking, security, and the cloud.
* Access premier technical education with over 1,700 technology breakouts, a free Cisco Certification exam, and a 4-hour Instructor-led Lab on the specific core technology of my choosing.
* Participate in hands-on learning to better understand emerging technologies and solutions.
* Connect with Cisco experts to pose questions about our unique business challenges.
* Meet and network with peers, Cisco customers, 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.html](https://www.ciscolive.com/global.html), or I would be happy 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]