Subject Line: Request to Attend Cisco Live 2026 in Las Vegas for Skill Development

Dear [your manager’s name],

I am writing to respectfully request your approval to attend Cisco Live from May 31 – June 4 in Las Vegas, Nevada. As a member of the IT team, I see Cisco Live as an invaluable opportunity to significantly enhance my technical skills and gain a deeper understanding of the Cisco technologies that are fundamental to our operations, as well as emerging solutions.

Attending Cisco Live would allow me to acquire a concentrated amount of practical knowledge and training in just five days, which would otherwise take much longer through individual courses. Specifically, I believe I could:

* **Learn directly from Cisco experts and IT thought leaders** about the latest advancements and best practices.
* **Get hands-on experience** with new innovations in areas like AI, networking, and security technologies that are relevant to our current and future infrastructure.
* **Access a wide range of technical sessions**, including over 1,500 technology breakouts, and take a free Cisco Certification exam to validate my skills.
* **Participate in a free 4-hour Instructor-Led lab** focused on a core technology that directly supports our team's work, allowing me to apply new concepts immediately.
* **Connect with Cisco engineers** and other IT professionals to ask specific questions about common challenges we face and learn practical troubleshooting tips.
* **Network with peers and industry professionals** to gather insights into effective strategies and tools that could benefit our team's efficiency and problem-solving.

My goal in attending Cisco Live is to become a more proficient and valuable contributor to our IT team, enabling me to better support our existing systems and adapt to new technologies more quickly. This would directly help us maximize our investment in Cisco products and improve our operational effectiveness.

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 happy to discuss it further. Upon my return, I am committed to sharing all the valuable technical insights, product information, and practical solutions I learn with the rest of our team.

To secure 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]