*To share this with your manager, just copy and paste.*

To: [Insert first name]  
Subject Line: Here’s why I can’t miss Illuminate 2024

Hi first name,

I’d like to request your approval to attend 2024’s Illuminate conference in Raleigh, NC.

I’ll get hands-on learning opportunities, endless moments to network and connect with peers to find breakthrough solutions, and tons of business insights to bring back to the company. There’s nothing quite like interacting with thought leaders, visionaries, and Brightly experts to get a front-row seat on ways to drive customer success and innovation.

Attending Illuminate March 11th-14th, 2024 will significantly help me with these projects:

• [add project or initiative here] • [add project or initiative here]

Attending Illuminate delivers a consistent, positive impact on driving business results forward, and my goal is to bring back key learnings to influence this kind of impact at our organization.

Here's an approximate breakdown of conference costs:

• Airfare: $XXX  
• Round-trip transportation between airport and hotel: $50   
• Brightly Bundle (hotel, meals & tuition) $1995  
• Tuition Only $995

• Total: $X,XXX

I'll be sure to share more information, including sessions I plan on attending, along the way. After the event, I'll share a summary of major takeaways, best practices, and recommendations to optimize our use of Brightly’s software. Thank you for considering this request. I look forward to your reply.

Regards,  
(Insert Name/Signature Here)