Hello [Insert Manager’s Name]

Re: Why I must attend MobileIron Live! 2017

[Insert something that flatters the recipient to warm them up!]

I’m writing to ask for approval to attend the mobility conference of the year, MobileIron Live!, May 9-11, 2017 in Santa Clara, CA. Live is three days of learning, including best practices, immersive training, and an environment where I can learn about what’s happening in the trenches in enterprise mobility and security. It’s the one conference each year that brings together the entire community of MobileIron experts and enterprise mobility thought leaders. At a total cost of **$3,600**, it’s the most cost effective way to ensure that we’re getting the most from our MobileIron investment and should result in an immediate ROI.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

In addition to breakout sessions with MobileIron customers, partners, and influencer speakers, I will also have the opportunity to interact with MobileIron employees. The opportunity to meet face-to-face with MobileIron’s arsenal of technical experts and build our relationship is invaluable, and something that I can leverage across projects I am running next year. Additionally, MobileIron’s ecosystem of technology partners will be onsite, which means that I can walk away understanding the enterprise mobility technology landscape and the investments we should make next year to become the team you have inspired us to be.

**Here’s an approximate breakdown of conference costs:**

|  |  |
| --- | --- |
| Airfare: | $ 600 |
| Transportation: (from airport to hotel) | $ 50 |
| Hotel: (3 nights at $349) | $ 1,050 |
| Registration Fee: | $ 1,899 ($1,699 early bird) |
| Total: | **$ 3,600** |

I’m currently working on ways to reduce expenses, including hotel discounts, ride sharing, and meals with vendors. I’ll also submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize our current investments in MobileIron. I can also share relevant information with key personnel throughout the company.

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

Regards,

**Pricing Structure for Reference:**

$999 – Earliest Bird Rate: Before December 31

1,499 – Alumni Rate: Before February 6

$1,699 – Early Bird Rate: Before February 6

$1,899 - General Conference Rate