

Dear (Manager),

Re: VISTAS 2024

I’m writing to request approval to attend a major technology conference, Vistex’s VISTAS, to be held September 18-20, 2024 at Swissotel Chicago. The event includes two and a half days of learning; including best practices, workshops, networking and an environment where I can immerse myself in the latest trends, technologies and methodologies. It’s the one conference each year that brings together the entire Vistex community. At a total cost of about **$XXX**, it's the most cost-effective way to ensure that we’re getting the most from our Vistex investment and should yield a significant boost to our 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 product demonstrations and breakout sessions with Vistex customers, partners, industry experts and influencer speakers, I will also have the opportunity to interact with high-level Vistex staff, as well as schedule 1:1 sessions with Vistex experts to gain additional knowledge relevant to our projects. The opportunity to meet face-to-face and deepen our relationship will be invaluable, and something that I can leverage when I return to the office.

Here’s an approximate breakdown of conference costs:

|  |  |
| --- | --- |
| Airfare | $ XX |
| Hotel: (x nights at $XX) | $ XX |
|  Registration Fee\*  | $ XX  |
| **Total** | **$ XXX** |

\*Registration fee includes all sessions, meals, and networking events.

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

Regards,