

Hi <first name> ,

I am seeking approval to attend AnsibleFest in person in Chicago, IL on October 18-19. AnsibleFest is a 2-day conference made up of interactive learning experiences designed to help users get the most out of Ansible. The event is attended by a diverse mix of industry professionals, members of the Ansible community, Red Hat staff, and representatives from the enterprise automation ecosystem.

In addition to getting hands-on instruction around how to get the most out of Ansible Automation Platform, I'll also hear directly from industry peers on how they are putting automation to work for their organizations. Through these interactions, I plan to leave AnsibleFest with a newfound understanding of the trends shaping IT automation today - and the ones that will help our organization better prepare for tomorrow.

Remaining at the forefront of technology is an important step in our innovation journey at <company>. As such, I plan to attend these sessions:

- <Session name>
- <Session name>

This conference will help me support our company goals, including <_____>. After the event, I plan to share what I learned in a brief report—including takeaways, insights, and new, actionable ideas.

Here is an estimated breakdown of the cost to attend:

Conference fee: <Based on time>

Airfare: <\$0.00>

Transportation: <\$0.00>

Meals: <\$0.00> *Red Hat will provide breakfast and lunch at the conference.*

Hotel/lodging: <\$0.00>

Total investment: <\$0.00>

I'm happy to answer any follow-up questions you may have and want to thank you for considering this request.

Sincerely,
<Your name>