**Subject: Attending Compass Tech Summit 2024** (edit to fit your situation)

Dear <Awesome manager’s name>,

I would like to ask for your approval to attend **Compass Tech Summit**, a festival-like 5-in-1 conference with topics like AI, data science or product management that will take place on 3-4 October, 2024 in Budapest.

I’ve picked this conference of the stacked pool particularly because it provides a broad insight into all aspects of <TOPICS>, which I think is a great help for our team to grow and stay ahead of competition.

The agenda features a number of topics on <TOPICNAME> and from speakers like <SPEAKERNAME> which will directly assist me and our team with <PROJECT/OBJECTIVE NAME>. The organizers are known for their strong commitment to practical talks, and an inclusive, diverse audience. The topics and speakers are well-curated, some specific sessions I’m interested in are the following:

- <TALK TITLE, SPEAKER>

- <TALK TITLE, SPEAKER>

- <etc.>

I personally believe this opportunity would serve as a great experience. Meeting more than hundreds of other like-minded and driven individuals working on similar challenges would provide a neat understanding of where our obstacles and benefits lay. Additionally, sharing these insights with my team after the event would greatly benefit our future work.

I’ve also done my research to break down the costs of attending te event as well.

My rough estimate would be the following:

- **Conference ticket:** <$>

- **Accommodation (if relevant)** in Budapest for x nights: <$>

- **Travel fee:** <$>

- **Meals:** the conference ticket includes catering for both days: breakfast, lunch, snacks, coffee, beverages also, dinner and drinks on the first day

- **Total:** <$>

I appreciate that you took time to go through my request and would highly appreciate it if you could approve my application to Compass Tech Summit this year. If you have any questions regarding the event, I’m happy to have a short chat with you!

Thank you,

<Your name>