Subject Line: **Request to Attend NerdioCon 2025 (April 7-9, 2025)**

Hello [Supervisor's Name],

Hope all is well. I’d like to request your approval to attend NerdioCon 2025, taking place in Palm Springs, California from April 7-9, 2025.

NerdioCon 2025 is a unique opportunity to connect with industry experts and peers and gain valuable insights into today’s hottest tech topics, from AI to modern work. The event offers exceptional educational value and unparalleled access to Microsoft products and executive leaders as well as a wide range of sessions and hands-on content designed to help our organization increase profits, reduce risk, and improve operational efficiency.

Attending NerdioCon 2025 will help us:

**Uncover strategies for success:** Industry experts and thought leaders with extensive Microsoft knowledge will offer a 360-degree view on how to maximize our IT strategies and Microsoft investments.

**Make valuable connections.** The conference is an opportunity for networking and in-depth discussions with industry and technology leaders as well as other professionals from the Nerdio customer base. These connections can open doors to collaboration, knowledge sharing, and even potential business opportunities.

**Evolve our Nerdio investment:** I will participate in hands-on workshops, with tips and practical insights to help grow my expertise and earn certifications, returning to the office with concrete skills that can be applied immediately to enhance our operations. There is also the option of adding a pre-conference training day to help deepen our knowledge and derive the most value from our solution.

Here is an approximate cost breakdown for my travel costs to attend:

Conference pass: $XXX

[OPTIONAL] Training: $XXX

Hotel: $XXX

Airfare: $XXX

Total: $XXX

I believe that the knowledge and skills I will gain at the conference will both greatly benefit my professional development and have a positive impact on our company’s growth and competitiveness.

Iam happy to talk through any further details or answer any questions you may have.

Thank you for your consideration. I look forward to your thoughts.

Sincerely,

[Your Name]