Dear [insert your manager’s name],

I’d like your permission to attend Dynatrace’s global conference on Digital Performance Management, **Perform**, from January 29 to January 31, 2018 in Las Vegas. Attending this conference will be beneficial for both my personal growth and our company’s DPM knowledge in the following areas:

* Boost proficiency in core Dynatrace areas like Artificial Intelligence and IoT, Cloud innovation and automation, Container and micro services monitoring, DevOps best practice, Digital Experience, hyperscale IT complexity, and Unified enterprise monitoring
* Be the first to hear about new Dynatrace products and features.
* Get educated on technical best practices during 2 1/2 days of learning and networking on topics such as hearing Citrix talk about Building agile Operations teams that keep up with Cloud and Containers or hear Barbari’s journey to the cloud.
* Gain valuable hands-on experience that can be brought back to my team in day-long technical HoT day, highly publicised Innovation Lab, and hackathons.
* Opportunity to speak one-on-one with not only Dynatrace specialists but their sponsors including executive leadership, product management, development and customer support.

In particular, I’m planning to focus on finding solutions and/or best practices that could benefit the following projects:

* + [insert project or initiative]
	+ [insert project or initiative]
	+ [insert project or initiative]

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

|  |  |
| --- | --- |
|  Airfare: (estimate) | $ 550 |
|  Transportation: (round trip taxi from airport to hotel)  | $ 40 |
|  Hotel: (3 nights at $235.83) | $ 707.49 |
|  Meals: arrival night only (the rest is paid for)   | $ 30 |
|  Conference Fee:    | $ 795 |
|  Total:    | **$2122.49**  |

After the conference, I’ll submit a detailed report that will include a summary of what I learned plus a set of recommendations to increase our team’s productivity and maximize our current investments in Dynatrace. I will also share relevant information with key personnel throughout the company.

Thank you for considering my request.

I look forward to your reply.

[your name]