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| Copy and paste this sample text into an email for your manager. Update and personalize the highlighted sections with your information. |

Hi <Name>,

I’d like to attend Microsoft Build at the Seattle Convention Center Summit Building on May 21-23, 2024.

Going to this event lets me be the first to know about the latest AI innovations that could have an impact on our organization. I’ll get hands-on experience with new technology that can help us use AI to reduce repetitive and predictable tasks and make us more secure. It’s also a great chance for me to meet industry experts, Microsoft engineers, and have conversations with developers who we could turn to in the future.

Event opportunities:

* Dive into topics like AI, machine learning, Azure OpenAI Service, .NET, and more.
* Attend in-depth technical breakout sessions.
* Learn about emerging technologies from key Microsoft leaders before anyone else.
* Connect with in-demand experts to get answers for our organization.

[add project / environment]

[add project / environment]

[add project / environment]

I’m seeking your approval for the cost of the pass $1,825 (early bird pricing), plus travel expenditures. [Insert additional information around travel. Don’t forget to include return airfare, hotel, and meals.]

Check out [Microsoft Build](https://aka.ms/convinceyourmanagerletter_homepage), and let me know if I can answer your questions. Thanks for your consideration!

Regards,

<Name>