*Copy and paste this sample text into your favorite email program to email your boss. Be sure to personalize the highlighted sections with your information.*

Hi <Name>,

I would like to attend Microsoft Ignite on November 14-17, 2023, at the Summit Building in the Seattle Convention Center. Microsoft Ignite is where I can participate in world-class training and technology demonstrations that will provide insights into Microsoft’s innovations within AI so I can gain invaluable skills to maximize my impact within our organization to accelerate innovation and productivity.

Attending in person will allow me the additional benefit to connect with Microsoft Engineers, partner executives, and other technical decision-makers, IT implementers, developer leaders, and data & security professionals. More importantly, this is a massive opportunity for me to engage with hundreds of industry experts who will be on-site ready to answer any questions about the Microsoft technology we use daily.

Additionally, participating will allow me to:

* Dive into topics like Security, Data & AI, Infrastructure (Cloud Native and Hybrid), Business Applications, and more.
* Choose from over 140 interactive learning sessions containing in-depth technical content relating to the breakout and discussion sessions I plan to attend.
* Be the first to learn about emerging technologies from key Microsoft leaders.
* Connect with experts and get answers to questions I have specific to our environment and the following ongoing projects.
	+ [add project / environment]
	+ [add project / environment]
	+ [add project / environment]

I am seeking your approval for the pass cost of $1,525 USD (early bird pricing), plus travel expenditures. [insert additional information around travel. Don’t forget to include return airfare, hotel and meals]

Check out the [Microsoft Ignite website](http://aka.ms/msignite) and let me know if I can answer your questions. Thanks for your consideration!

Regards,

<Name>