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 Ignite at the McCormick Place West Building in Chicago on November 18-22, 2024. There are optional pre-day sessions and labs I can attend the afternoon of November 18th, followed by three and a half days full of game-changing content and information.

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 expand our AI knowledge, learn how to increase productivity while safeguarding data, and achieve more with the power of the Microsoft Cloud, Microsoft Copilot, and AI. It’s also a great chance for me to meet industry and Microsoft experts, growing our community of connections.

Event opportunities:

* Dive into topics like Copilot, AI Transformation, Security, partner opportunities, 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 $2,225, plus travel expenditures. [Insert additional information around travel. Don’t forget to include return airfare, hotel, and meals.]

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

Regards,

<Name>