**Subject: Attending Impact Conference** (edit to fit your situation)

Dear <Awesome manager’s name>,

I would like to ask for your approval to attend [**Impact Conference**](http://impact-conf.com), a product management event that will take place on 5 October, 2022 in Budapest.

I’ve picked this conference of the stacked pool particularly because it provides a broad insight into all aspects of product delivery which I think is a great help for our team to grow and stay ahead of competition.

The agenda features a number of topics on <TOPICNAME> and from speakers like <SPEAKERNAME> which will directly assist me and our team with <PROJECT/OBJECTIVE NAME>. The organizers are known for their strong commitment to practical talks and an inclusive, diverse audience. The topics and speakers are well-curated, some specific sessions I’m interested in are the following:

* <TALK TITLE, SPEAKER>
* <TALK TITLE, SPEAKER>
* <etc.>

I personally believe this opportunity would serve as a great experience. Meeting more than 500 other product leads, managers, designers and driven individuals working on similar challenges would provide a neat understanding of where our obstacles and benefits lay. Additionally, sharing these insights with my team after the event would greatly benefit our future work.

I’ve also done my research to break down the costs of attending Impact as well.

My rough estimate would be the following:

* **Conference ticket:** <$>
* **Accommodation** around Deák Ferenc tér for x nights: <$>
* **Travel fee:** <$>
* **Meals:** the conference ticket includes catering: breakfast, lunch, snacks, coffee, beverages also, dinner and drinks for the evening
* **Total:** <$>

I appreciate that you took time to go through my request and would highly appreciate it if you could approve my application to Impact Conference this year. If you have any questions regarding the event, I’m happy to have a short chat with you!

Thank you,

<Your name>