Subject: Request to Attend MongoDB World 2017 in Chicago

Dear [Approving Manager],

I’d like to request approval to attend MongoDB World, taking place June 20-21 in Chicago. It’s a great opportunity to learn and be inspired, alongside over 3,000 other MongoDB experts and users.

Here are the reasons I’d like to attend:

• I’ll learn from the experts – all talks are delivered by MongoDB in-house experts or experienced development and operations experts from some of the world’s leading companies.

• I’ll be inspired – by talks on how to use MongoDB with the latest technologies (including Spark, Kafka, and blockchain) to build the next generation of apps.

• I’ll learn from my peers – MongoDB World attendees come from across the globe, from organizations big and small

• I’ll find out about the latest features – the product team at MongoDB is always working to release features and enhancements that ensure developers and organizations can build the applications they want

The full agenda can be viewed at: https://www.mongodb.com/world17.

These sessions are particularly relevant to our current plans:

[List any relevant sessions]

Here are my estimated costs to attend:

[#] Nights at the [Hyatt Regency] [$239] :

Travel:

Conference registration:

Meals are provided at the event.

I’m happy to report back after the event on what I learned, and share my learning’s internally.

Please approve my attendance as soon as possible so I can take advantage of any discounted rates.

Yours sincerely,

[Name]

[Title]