**Subject Line:** Requesting approval to attend the Docebo Inspire 2024 Customer Conference

Hi [Boss Name],

I’m writing to request your approval to attend this year’s Inspire 2024 conference, hosted by Docebo in Dallas, Texas, September 9 - 11.

As you know, we’ve invested a lot in Docebo as our learning platform, and their annual conference brings together their customers and L&D leaders from around the world to learn, connect, network, and share cutting-edge innovations and best practices.

There are two key benefits in me attending this event:

* As an L&D leader, it’s important that I lead by example and continue to develop and improve my skills. If I attend this event, I’ll have the opportunity to learn from some of the world’s most innovative learning leaders and can apply these insights, strategies, and best practices to our learning initiatives here at [Company Name].
* I’ll have the opportunity to meet with Docebo’s team of learning and technical experts and learn about the latest updates and features in their product to make sure we’re maximizing our investment in their platform.

The total cost for me to attend this conference includes:

* **Airfare:** [Your city] to Dallas costs about [$XXXX]
* **Accommodation:** [x] nights at the conference hotel is approximately [$XXXX.XX USD] (Docebo’s special rate is $284/ night including resort fees)
* **Tickets:** A 3-day pass, including 1 day at Docebo University and meals (breakfast, lunch & some evening fare) is $1199 USD (early bird rate). Regular ticket pricing is $1499 as of May 31st, 2024.

Thank you for considering my request. I am more than happy to provide any additional information or address any concerns you may have. I look forward to your positive response and the opportunity to attend Inspire 2024.

[Sender Name]