Hello [insert manager's name],

I'm writing regarding a terrific opportunity for me to develop valuable skills I can share with the team and grow my network with business and thought leaders. With your permission, I'd like to attend IBM's Think 2019 conference, which takes place February 12 – 15 in San Francisco. The event will give me unmatched access to experts, customers, partners, and IBM executives from around the world.

Think 2019 provides many unique, powerful opportunities, including:

* The best in-person opportunity to learn how our organization can get the most out of current and upcoming IBM products and technologies, including Watson AI
* More than 1,000 labs and certifications, and over 250 deep-dive technical labs to enhance my understanding of the latest in artificial intelligence, machine learning, deep learning, and much more
* Countless demos and technical talks on the very latest in building trust in AI outcomes, deploying conversational assistants, and optimizing document and keyword search with natural language understanding
* A place to synthesize ideas from global technical leaders and build our organization's reputation through face-to-face networking opportunities

The approximate cost for me to attend Think 2019 is as follows:

* Airfare:
* Hotel:
* Meals:
* Registration:
* Other expenses:
* **Total cost:**

If you'd like to approve a team of us to represent our organization, the conference offers bundle packages. I’d be happy to discuss further, and in the meantime, you can learn more about Think 2019 at ibm.com/think.

Thank you, and I'm looking forward to your reply.

[Your name / signature]