**Subject line: APPROVAL REQUESTED: Boost team productivity by attending SpringOne Platform 2019**

Dear [Approving Manager],

**Ask:** Please approve this request for the team to attend SpringOne Platform, happening October 7–10, 2019 in Austin, TX. Our team will learn skills, tools, and best practices to build and run software that supports our business.

**Background**

Software is increasingly important to how we do business. We can’t afford elongated release cycles that give our competitors the chance to move faster. But we have an opportunity to learn from experts at other large enterprises that have succeeded in building new revenue streams and taking market share in their industries with software.

SpringOne Platform is the single most important gathering of experts in cloud-native application technology like Spring, Cloud Foundry, microservices, and many other important open-source projects. Our team will gain practical skills from hands-on labs and workshops. We’ll learn tactics, patterns, and proven processes for moving to shorter release cycles and reducing downtime.

At SpringOne Platform, some of the world's most successful companies will be presenting, along with Pivotal experts and other industry leaders—so my goal is to learn how we can apply what they've learned at [our company]. Many of the presentations at SpringOne Platform are clearly aligned with our goals—or specifically address some of our biggest challenges. As a team, we can cover a lot of ground at these sessions and return with a shared understanding of how to move forward. Here are some of the sessions we should attend:

[List Titles of Sessions and/or Tutorials you plan to attend]

The team will return with both valuable and actionable insight on how to apply new developments in open-source technologies to our business. If the whole team is unable to attend, I will bring back my findings and own a follow-up plan. I’d appreciate your approval as soon as possible in order to maximize both conference and travel discounts.

The approximate cost of tickets and travel for the team will be: [plane + hotel + conference pass + pre-conference training + certification, if applicable, times number of team members]. As an individual delegate, my approximate cost will be [plane + hotel + conference pass + pre-conference training + certification, if applicable]. Thank you for considering this opportunity for the team to build our skills at the premier conference for building scalable software.

Sincerely,

[Name]