Hi [Insert Manager’s Name],

I’m requesting approval to attend **PCI INFOCUS Conference 2022**, occurring Sept.12-14 in San Diego. INFOCUS has been the meeting place for power and energy industry professionals for the past 30 years.

My attendance at PCI INFOCUS 2022 will allow me to:

* Receive enhanced training on PCI products by experts
* Learn from user-led breakout sessions
* Network with industry experts

The event cost is $1095, but an early bird discount of $200 ends on Aug. 12. There will be additional travel and hotel costs, but I’ll do my best to stay within a mutually agreed-upon budget.

I realize this is a significant funding request, and I’d be happy to write a post-conference report detailing what I’ve learned and a schedule laying out how to implement any new changes.

You can learn more about the event at [pciinfocus.com](https://pciinfocus.com/). Please let me know if you have any questions or concerns. I appreciate your consideration.

Thanks,

[Your Name]