Hi [Insert Manager’s Name],

I’m requesting approval to attend **PCI INFOCUS 2024**, occurring April 15-17 in Phoenix, AZ. INFOCUS has been the meeting place for power and energy industry professionals for over the past 30 years.

My attendance at PCI INFOCUS 2024 will allow me to:

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

The event cost is $1195, but an early bird discount of over $300 ends on Jan. 1. 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[PCI INFOCUS Conference 2024](https://www.pcienergysolutions.com/blog/infocus-conference/). Please let me know if you have any questions or concerns. I appreciate your consideration.

Thanks,

[Your Name]