**Subject: Attending Reinforce AI Conference** (edit to fit your situation)

Dear <Awesome manager’s name>,

I would like to ask for your approval to attend **Reinforce AI Conference**, an AI event that will take place on 5-6 October, 2023 in Budapest.

I’ve picked this conference of the stacked pool particularly because it provides a broad insight into all aspects of artificial intelligence and machine learning, which I think is a great help for our team to grow and stay ahead of competition.

This year the Reinforce AI Conference is **part of the Compass Tech Summit and held together with 4 other conferences**. This can provide a wider perspective into IT and has interesting and useful topics such as data, UX/UI, engineering leadership and product management.

The Reinforce agenda features a number of topics on <TOPICNAME> and from speakers like <SPEAKERNAME> which will directly assist me and our team with <PROJECT/OBJECTIVE NAME>. The organizers are known for their strong commitment to practical talks, and an inclusive, diverse audience. The topics and speakers are well-curated, some specific sessions I’m interested in the following:

- <TALK TITLE, SPEAKER>

- <TALK TITLE, SPEAKER>

- <etc.>

I personally believe this opportunity would serve as a great experience. Meeting more than 1200 other AI practitioners and driven individuals working on similar challenges would provide a neat understanding of where our obstacles and benefits lay. Additionally, sharing these insights with my team after the event would greatly benefit our future work.

I’ve also done my research to break down the costs of attending Reinforce as well.

My rough estimate would be the following:

- **Conference ticket:** <$>

- **Accommodation** around Deák Ferenc tér for x nights: <$>

- **Travel fee:** <$>

- **Meals:** the conference ticket includes catering for both days: breakfast, lunch, snacks, coffee, beverages also, dinner and drinks on the first day

- **Total:** <$>

I appreciate that you took time to go through my request and would highly appreciate it if you could approve my application to Reinforce AI Conference this year. If you have any questions regarding the event, I’m happy to have a short chat with you!

Thank you,

<Your name>