

Letter to Your Manager:

[subject line options]:

Proposal to attend Dash 2022

Here's a conference that can push our business forward: Dash 2022

[email]:

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I'm writing to ask for your approval to attend Datadog's upcoming conference Dash 2022, October 18-19 in New York City. This gathering of Datadog customers, product experts, executives and partners gives us a great opportunity to learn more about building and scaling the next generation of applications, infrastructure, security, and technical teams.

After looking at the Dash website, I see themes like scaling systems, better performance, building teams, and security & compliance. These are all relevant to our organization and will be featured in product sessions, keynote speeches and customer case study presentations. We have a rare, first-hand opportunity to learn best practices and how-to tips from product experts and other Datadog customers.

I have no doubt that attending Dash 2022 will pay for itself in the months and years to come as we continue working to transform the organization. At the conference, I'd like to focus my attention on finding strategic solutions for these projects:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

Here's an approximate breakdown of conference costs:

- Airfare: \$xxx
- Transportation (between airport and hotel): \$xxx
- Hotel (3 nights at approximately \$300 per night plus tax): \$900
- Meals (included in conference fee): \$0
- Registration fee – \$449 full conference

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- Total: \$x,xxx

Plus, if I register early by September 9, we can save \$1,100 off the conference fee (\$449 vs. \$1,599). I plan to share the key takeaways from Dash 2022 in an executive summary for our team.

Thank you for considering this request. I look forward to your reply.

Regards,

[Your Name Here]