Dear **[your manager's name],**

I am writing to request your approval to attend F5’s 2024 Federal Symposium. The Symposium is F5’s flagship learning and networking conference for the public sector. My goal at the conference is to take full advantage of the technical content and training available, where I will learn more about F5's application delivery and cybersecurity solutions.

The symposium is being held in **Tysons Corner, VA** at the Ritz-Carlton **on Tuesday, March 19 through Thursday, March 21, 2024**.

There is no conference fee for attendees. The only investment in my attendance is time and travel expenditures. During the conference, I’ll have the opportunity to:

* Gain relevant hands-on experience through tactical learning tracks, day-long technical boot camps, self-paced labs, and workshops
* Receive CPE training credits that can be applied to maintain my yearly certification
* Attend keynote sessions featuring F5 executives
* Take an F5 Certified! exam on-site to become an F5-certified administrator
* Network with the F5 partner community and F5 experts in an interactive pavilion

Here is an approximate breakdown of the estimated travel costs:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expense | Unit Cost | Quantity | Total Cost | Notes |
| Airfare | $ |  |  |  |
| Ground Transportation | $ |  |  |  |
| Hotel | $ |  |  |  |
| Meals | $ |  |  | Most meals are included in the conference |
| **Total** |  |  | $ |  |

After the conference, I’ll circulate a report that will include a summary of what I learned and a set of recommendations to increase our team’s productivity and optimize our F5 investment.

Thank you for considering my request to attend this event. I look forward to your reply.  
  
**[Your standard close]**