To:

From:

Re: Nutanix .NEXT User Conference 2019

I’m writing to ask for approval to attend the Nutanix .NEXT user conference in Anaheim, California from May 7-9, 2019. Attending this conference will educate me on new ways to reduce costs and complexities in our enterprise datacenter, as well as enhance my IT skills and deepen my knowledge of enterprise cloud solutions. I’ll also have the opportunity to hear best practices and lessons learned directly from other enterprise architects and leaders in 60+ sessions, interactive labs, and demos. I believe .NEXT will better equip me with the knowledge, experience and peer network to make a positive, tangible impact within our company.

**Here’s an estimated cost of attending the conference:**

|  |  |
| --- | --- |
| Airfare: | $ XXX |
| Transportation: (round trip taxi from SNA airport to hotel) | $ 50 |
| Hotel: (2 nights at $215 + tax) | $ 430 |
| Meals and misc.: | $ 100 |
| Registration Fee: | $ 999 USD prior to Jan 15  *$1399 USD After Jan 15* |
| Total: | $ XXX |

After the conference, I’ll share a summary of what I learned, as well as a set of recommendations to increase our team’s productivity, optimize datacenter operations and drive greater business value to our stakeholders.

Thank you for considering this request.

Regards,