HashiConf – Request to Attend

Hello [insert your manager's name],

I would like to attend HashiConf (October 14, 15 & 16, 2024) in Boston, MA, where I will have direct access to HashiCorp experts and engineers from around the world. This conference is a great opportunity to expand my skills, learn new ways to improve our process, and increase our team's productivity.

HashiConf is HashiCorp's annual technology conference. This year, there will be product roadmap sessions, free Associate and Pro certification exams, technical talks, discussions, keynotes, and networking with peers. This will also be a great chance to engage with HashiCorp engineers and the people who build the tools we use.

In particular, I would like to focus on talks and sessions for these items that affect our current project initiatives:

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

At a total cost of about [insert estimated cost], HashiConf is one of the most effective ways to ensure we are getting the most from the HashiCorp product suite, learn about upcoming product features, and improve our development and operations workflows. Here is the approximate cost breakdown:

Airfare	
Transportation (roundtrip airport-hotel & back)	
Hotel (3 nights) - conference discounted rate of $339 per night (if booked by September 20)	$1,017 + taxes
Meals (breakfast & lunch are included)	
Conference ticket	$699
Total	

Also, if I were to register and go with a colleague we would get 20% off our ticket price, which is a great save.

I'm excited to share key takeaways from the conference and action items with the whole team. For more information on HashiConf, visit hashiconf.com. Thank you for considering this request. I look forward to your reply.

Best,
[insert your name]