

Re: Request for Approval to Attend the AVEVA Industrial Intelligence Summit

Dear <insert name>:

I'm requesting your support to attend the AVEVA Industrial Intelligence Summit on October 29 in Lake Forest. This event will provide valuable insights that can improve our team's efficiency and strategic planning.

Key Benefits of Attendance:

- **Expert Insights:** I'll gain insights and strategies to improve our projects and efficiency.
- **Hands-On Learning:** Labs will deepen my AVEVA software knowledge for better project use.
- **Strategic Planning:** Learning AVEVA's roadmap will align our strategy with industry trends.
- **Best Practices:** I'll learn proven methods to optimize our workflows.
- **Networking:** Connecting with peers will foster knowledge sharing and collaboration.
- **Innovation:** New solutions from the expo will help drive innovation and efficiency.
- **Foresight:** Staying updated on trends will prepare us for future challenges.

Preliminary Agenda Highlights:

- Tuesday, October 29 – Keynotes, breakouts, and deep dive workshops that provide industry insights into AVEVA's vision and product roadmaps.

Estimated Costs:

- Registration: FREE
- Day of Meals: FREE
- Airfare: [Enter Estimated Cost]
- Hotel: [Enter Estimated Cost]
- Transportation, Meals, and Miscellaneous: [Enter Estimated Cost]
- Estimated Total: [Enter Estimated Total]

Attending the AVEVA Industrial Summit will give me valuable skills to contribute to our company's success. Thank you for considering my request; I'm happy to discuss any questions.

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]