To:

From:

Subject: Request to Attend BoxWorks 2018

Dear (insert boss’s name here),

I would like your approval to attend BoxWorks – the leading cloud content management conference – taking place in San Francisco from August 29–30. Presented by Box, BoxWorks is an inspiring community-driven experience where over 5,000 influential thought leaders, partners, and customers come together to build the roadmap for digital transformation.

Below, I have outlined the key reasons why BoxWorks will deliver value to our company:

1. **I will learn how to do more with Box and enable our teams to collaborate better --** BoxWorks includes over 50+ technically rich and actionable breakout sessions focused around using Box products and the Box Platform, Leadership Development, Industry Trends and Best Practices for managing business based in the cloud as well as Adoption and Engagement that will empower me to improve our internal Box usage.
2. **I will hear from the some of the today’s premiere thought leaders on the future of work -** including Aaron Levie, Box CEO
3. **I will have the opportunity to participate in the Box Certified Professional Program -** The Box Certified Professional Program (BCP) offers admins deployment and training instruction designed to help admins optimize their configuration of Box. Participants will be able to solve business challenges while also gaining a deeper knowledge of the Box product, platform and ecosystem. Box Certified Professionals earn:

*NOTE: This program has a limited capacity and is available as a registration enhancement during registration. The cost is $999.*

**Here’s an approximate breakdown of conference costs:**

Airfare: $ xxx (*if applicable*)

Transportation (between airport and hotel): $ 120 (Roundtrip)

Hotel: (3 nights at $300 plus taxes) $ 1000 approx.

Registration Fee: $ 699

**Total: $**

Please let me know your thoughts. Early bird registration is available through July 15, with a savings of $400 on my registration pass. You can learn more about BoxWorks [here](http://www.box.com/boxworks).

Thank you for your consideration!

Sincerely,

<insert your name here>