Hi **<Insert Manager’s Name>**,

In our efforts this year to accelerate our business through technology, I would like to request your approval to attend [Oktane19](http://www.oktane19.com), Okta’s annual customer conference, taking place April 1 - 4, 2019 in San Francisco. This is the leading identity conference and a great opportunity to meet with thousands of other technology leaders.

Attending Oktane will allow me to:

* **Expand my knowledge of Okta and it’s products**: With over 60 breakout sessions covering the latest in access management, application integrations, lifecycle management, security, and customer identity, I will learn about best practices to help drive the following initiatives for our business:
  + <initiative 1>
  + <initiative 2>
  + <initiative 3>
* **Network with industry experts**: I will have the opportunity to hear from thought leaders and customers during inspiring keynotes and super sessions that will offer unique perspectives, case studies, and success stories.
* **Evaluate solution providers**: This is a great opportunity to meet with multiple leading solution providers including Box, Slack, Zoom, Sailpoint, and Ringcentral. With dozens of sponsors and exhibitors, I can stay informed, allowing for more productive purchase decisions for our team.

Here’s an outline of the expected investment:

**Travel & Hotel**

Airfare to San Francisco $ ---

Transportation (to/from airport/hotel) $100

Hotel (based on 3 nights) $1,000

**Event**

Conference registration (Super Early Bird expires 11/30) $595

*(standard price $1,195)*

**Total:** $ -,---

Upon my return from [Oktane19](http://www.oktane19.com) I will share key takeaways, including those that we can implement immediately.

Thank you for your consideration of this request. To help mitigate costs, Okta has negotiated various [discounted rates at local San Francisco hotels](https://www.oktanehotels.com/) that I can take advantage of if I book my hotel early. Therefore, I appreciate your immediate attention to my request.

Regards,

**<Insert Your Name>**