**Request to Attend O'Reilly Artificial Intelligence Conference 2017 in New York**

Dear [Approving Manager],

I am writing to request your approval to attend [O'Reilly Artificial Intelligence Conference](https://conferences.oreilly.com/artificial-intelligence/ai-ny) , taking place June 26-29, 2017 in New York. This conference is one of the few events that recognizes the potential that intelligence engineering can bring to our company. It covers all the skills, tools, and business strategies necessary to implement real-world artificial intelligence projects for competitive advantage. You can [view the agenda here](https://conferences.oreilly.com/artificial-intelligence/ai-ny/public/schedule/grid/public).

At O'Reilly Artificial Intelligence Conference, I’ll find out how some of the world's most successful companies use AI—and how we can apply what they've learned to [our company]. I’ll learn how to implement the latest trends, best practices, and strategic thinking in AI. And I’ll discover new analytic approaches and useful tools, tips, and technologies that may help us become more efficient, more effective, and rely less on outsourced expertise.

Many of the presentations at the O'Reilly AI Conference are clearly aligned with our goals—or specifically address some of our biggest challenges. I plan to attend the following sessions and report back on my findings:

[List Titles of Sessions and/or Tutorials you plan to attend]

The [Platinum and Gold passes](https://conferences.oreilly.com/artificial-intelligence/ai-ny/public/register) include access to a rich variety of in-depth learning opportunities, sessions, and keynotes, as well as networking activities, receptions, and the Sponsor Pavilion. The Video Compilation that I can review with others and the 90-day Safari membership included in the pass will provide additional learning resources even after the conference ends.

I plan to return with both valuable and actionable insight on how to apply developments in intelligent software to our business. I would appreciate your approval as soon as possible in order to maximize both conference and travel discounts.

Sincerely,

[Name]

[Title]