**Request to Attend Velocity 2018 in New York**

Dear [Approving Manager],

I am writing to request your approval to attend the [O'Reilly Velocity Conference](https://conferences.oreilly.com/velocity/vl-ny) conference, taking place September 30-October 2, 2018 in New York. This event is the single most important gathering of experts in systems engineering, DevOps, and performance. It covers all the skills, tools, and business strategies necessary to better manage our complex system. [You can view the agenda here](https://conferences.oreilly.com/velocity/vl-ny/public/schedule/presentations).

At Velocity, I’ll find out how some of the world's most successful companies build and manage large, complex systems—and how we can apply what they've learned to [our company]. I’ll learn how to implement the latest trends and best practices for supporting high-performance, resilient, and secure systems. And I’ll discover new 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 Velocity 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/velocity/vl-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](https://www.safaribooksonline.com/) 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 data technology to our business. I would appreciate your approval as soon as possible in order to maximize both conference and travel discounts.

Sincerely,

[Name]

[Title]