**Request to Attend Software Architecture 2020 in New York**

Dear [Approving Manager],

I am writing to request your approval to attend the O’Reilly Software Architecture Conference, taking place February 23-26, 2020 in New York. This event is the single most important gathering of experts in domain-driven design, microservices, application architecture, distributed systems, and more. It covers all the skills, tools, and business strategies necessary to support our software architecture goals. You can [view the agenda here](https://conferences.oreilly.com/software-architecture/sa-ny/public/schedule).

At Software Architecture, I’ll find out how some of the world's most successful companies are designing and deploying architectural foundations—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 software architecture. 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 Software Architecture 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/software-architecture/sa-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 Expo Hall. The online video compilation and year-long [O’Reilly online learning membership](https://www.oreilly.com/online-learning/individuals.html) 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 machine learning, data engineering, and AI to our business. I would appreciate your approval as soon as possible in order to maximize both conference and travel discounts.

Sincerely,

[Name]

[Title]