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To:

Possible Subject Line: Request to attend Salesforce's premier developer conference

I would like to request approval to attend TrailheaDX, a developer conference that will help me increase my knowledge and success with Salesforce. At TrailheaDX, I will learn best practices from Salesforce experts, get hands-on with the latest technologies, and build relationships with peers from around the world so we can learn from each other throughout the year.

In addition to great content and hands-on learning, if I register before February 2, Salesforce is offering **two free certification vouchers (up to \$400 value)**! Getting certified will solidify my role as the go-to Salesforce expert for our team.

Attending TrailheaDX from March 28-29 will especially help me with these projects:

- [add project or initiative here]
- [add project or initiative here]

Here's an approximate breakdown of conference costs:

- Airfare: \$XXX
- Round-trip transportation (between airport and hotel): \$50
- Hotel: \$300 per night
- Meals: \$30 each
- Full Conference Registration Fee: \$599 (Or Ultimate Pass Conference Fee: \$2599)
- Total: \$X,XXX

I'll be sure to share a summary of major takeaways, best practices, and recommendations to optimize our use of Salesforce.

Thank you for considering this request. I look forward to your reply.

Regards,

(Insert Name/Signature Here)