Dear [Approving Manager],

I’d like to request your approval to attend Realize LIVE, taking place 10th-12th July in Munich, Germany. Realize LIVE is Siemens Digital Industries Software’s premier event for community-based learning, connection-building, and problem-solving, all designed to accelerate innovation and improve workplace efficiency.

One pass to Realize LIVE costs €1,195 + VAT — though we can save up to €400, if you’re able to approve my request relatively quickly. (There’s a limited supply of early bird passes.)

Here are a few reasons I’m confident attending Realize LIVE will be worth the investment:

## Realize LIVE will improve my proficiency with the tools I use every day. Through peer-to-peer learning, and direct access to Siemens product experts, I’ll learn new skills to do my job more efficiently.

## I’ll get a first look at new products and product updates. New products and product updates are coming faster than ever. Realize LIVE will give me a chance to learn how to optimize our solution stack.

## I’ll get the perspective to help future-proof our organization. Leaders from our industry and others will share their perspective on the mounting challenges we face and what’s next for the industry. (I’ll not only hear them present but also collaborate closely with them.)

## I’ll gather industry-specific insights to improve our processes. My peers will share actionable insights on transformational industry forces, such as sustainability, digitalization, changing market and consumer demands, and streamlining operations.

## Estimated expense breakdown:

## Super Early Bird Full conference pass (2.5 days) - €795 + VAT (limited to the first 100 tickets sold. Full conference pass is €1,195 +VAT)

## Average airfare cost - €300

## Meals outside of the event pass - €50

## Transportation to/from airport - €100 return

## Hotel incl Breakfast (€172 inclusive of VAT based on 2 nights\*) - €344

## Total estimated expense: €2,680

## *\*Book using our dedicated room block to access discounted rates at* [*INFINITY Hotel*](https://book-qres.qr-hotels.com/?adult=1&arrive=2023-07-10&chain=19763&child=0&config=ABK&currency=EUR&depart=2023-07-13&group=SIEMENS&hotel=76845&level=hotel&locale=de-DE&rooms=1) *or the* [*Victors Hotel*](https://reservations.victors.de/112557?groupID=3811516&LanguageID=1&Adults=1&datein=7/10/2023&RoomTypeID=505630#/guestsandrooms)*.*

After Realize LIVE, I will of course be happy to present key learnings to our team and discuss how we can best apply them to our current business needs.

Thank you for considering this request.

Sincerely,

[Name]