

## Subject : TCO19 Gig Economy Conference I Want to Attend

Dear (Name),

I'm writing to ask for your approval to attend TCO19, Topcoder's annual conference for innovation through technology and the gig economy, taking place November 14, 2019. TCO19 is a unique learning experience that will provide actionable strategies for our company to increase innovation effectiveness and speed to market while reducing costs.

The TCO19 Innovation Summit is the premier innovation event for industry leaders using emerging technologies to drive innovation. Speakers and attendees from the likes of Anadarko (Occidental Petroleum), British Telecom, Google, M&T Bank, Microsoft, NASA, Zurich, and many others will be in attendance, sharing their learnings on crowdsourcing and the use of gig economy labor for their enterprise.

Here's a [link](#) if you'd like more information about the event.

I think attending TCO19 would especially help me on these project(s) [add details].

After the conference, I'll share key takeaways and insights through a report. I'll also include a set of actionable strategies that we can implement over the short- and long-term.

Here's an approximate breakdown of costs to send me to the conference:

Airfare: \$ XXX

Transportation (between airport and hotel): \$XXX

Hotel: (1 night at \$XX) \$XXX

Meals: (1 day at \$XX) \$XXX

Registration fee: FREE

Total: \$X,XXX

I can reduce expenses by ridesharing and choosing meals economically.

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

Sincerely,