Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am requesting approval to attend and represent our organization at QlikWorld 2023, Qlik’s annual customer and partner conference. The event takes place April 17-20, 2023, at the Mandalay Bay Hotel & Convention Center in Las Vegas, NV, USA.

Given how strategic Qlik is to our business, we have the opportunity to take advantage of a multitude of in-person only benefits they will be offering. After a two-year hiatus from live events, Qlik is going above and beyond to ensure attendees not only receive in depth understanding of the platform’s newest innovations and capabilities but will provide **even more** **educational opportunities** than before that I can bring back to our organization.

Not only will I have exclusive access to over 2,000 Qlik experts, executives, customers, and partners to network and trend cast with, but Qlik’s agenda is jampacked with 100+ breakout sessions *and* the opportunity to sign up for hands-on labs and workshops as well as obtain my official certification in several expert-level data literacy exams while there.

With the guidance and support of Qlik, we can continue to successfully navigate these uncertain times with the **confidence and resilience** their seamless approach to data provides.

Here is an approximate breakdown of conference costs:

* Conference fees (including conference sessions, meals, and evening functions):
	+ $XXX (if I register before XX date)
	+ If I register after XX, the price is $XXX — an increase of XXX
	+ There are group discounts available if we send additional employees.
* Airfare & hotel: XXX
* Total cost:
	+ XXX

I know what I learn at QlikWorld will be valuable for me and our team. Following the event, I will share a post-conference recap, and I would also be happy to host a session with the rest of the team to share my key takeaways and ideas for how we can take some of these learnings forward in our organization.

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

Sincerely,