Dear <insert Approving Manager name>,

I am requesting to attend Avaya ENGAGE, the premiere event for the future of communications experience and its impact on digital transformation, taking place November 12-14 in Dubai, UAE.

Avaya ENGAGE is the best opportunity to learn about new approaches to common convergence problems and identify tools to help move our company forward. With more than 1,000 Avaya users in attendance, I will have the opportunity to engage with industry leaders, trusted vendors, and Avaya experts who can help our company maximize our IT spend ROI. I plan to return energized with recommendations and best practices for improving our department.

This year, there are dozens of breakout sessions led by executives, solution experts, partners, and Avaya customers. They're all packed with practical tips to help me do my job more efficiently. My main goal in attending is to find cost- and time-saving solutions to benefit our organization. Here are a few projects in queue that could benefit:

- <insert project or initiative>
- <insert project or initiative>
- <insert project or initiative>

In addition to the sessions, the conference offers the opportunity to learn about products and trends from some of the top Avaya partners exhibiting at the show. I'll also get the chance to talk in-person with the Avaya support team and get tips and tricks on how to get the most out of their software and community.

Here's an approximate breakdown of conference costs:

- Airfare: $xxx <Add estimated flight expenses to Dubai, UAE>
- Hotel: $xxx <Add $229 per night plus tax. For the full conference, assume a four (4) night hotel stay.>
- Meals: $xxx <Breakfast, lunch and dinner are provided Wednesday; breakfast and lunch are provided Thursday.>

The total costs are $xxx. <Add all previous lines>.

Avaya ENGAGE has a reputation for delivering incredible value. If you would like more information about Avaya ENGAGE, visit the conference website, or I would be happy to answer any questions you may have. I appreciate your consideration.

Best,