Dear [name],

I am writing to request approval to attend SCTE TechExpo, taking place 29 September – 1 October, in Washington D.C. TechExpo has established itself as the largest connectivity industry gathering in the Americas and is regarded as the ultimate broadband networking and technology event.

Here are some key reasons why my attendance at SCTE's TechExpo will contribute to me achieving [insert reason] as well as be beneficial to the company as a whole:

* **Unparalleled learning:** From featured headliners and panel sessions to interactive workshops and Masterclasses, TechExpo will help me broaden my industry knowledge and gain valuable insights into the latest trends, technologies, and best practices. I will come away with practical, actionable takeaways which I can, in turn, share with my team.
* **Network with an influential community:** The event will allow me to connect and share with peers and industry experts and be a part of important debates on the future of connectivity. With thousands of global attendees from the connectivity industry, over 40% of whom are decision makers, this is a place to meet and get business done.
* **Inform our innovation agenda:** As well as giving me fresh perspectives on how others are tackling the industry’s most pressing challenges in the conference sessions, there will be an exhibition showcasing the latest technology. I will be able to discover the latest broadband technology advancements and uncover potential collaborations, helping us to amplify our own innovation efforts.

I have outlined a preliminary budget, including registration fees, travel, and accommodation expenses.

[insert budget]

I am confident that the knowledge and connections gained from this conference will be well worth the investment. Thank you for considering my request.

Best regards,

[your name]