

“Convince Your Boss” Letter

Dear (insert manager's name),

I'd like to request your approval to attend **Hexagon LIVE Global 2025**, which will take place from 16-19 June. This event, hosted by [Hexagon](#), is the technology conference exploring how AI, digital twins, and robotics are shaping our industry.

My goal is to attend the conference's (insert track name here) track and learn everything I can about how this technology can move our business forward.

Our company will benefit from my attendance in many ways:

- **Expert-led sessions:** I'll learn from practical use cases, success stories, and expert insights shared by industry leaders.
- **Abundant networking:** I'll be able to grow our business network and unlock new opportunities at conference-wide events and track-focused gatherings.
- **Hands-on learning:** I'll be among the first to put the latest technology to the test and discover how it will impact our industry.
- **Inspiring keynotes:** I'll hear firsthand how Hexagon is evolving to help businesses like ours stay ahead.
- **Beyond the conference:** After the conference, I'll be able to help our entire team upskill by sharing presentations and helpful resources after Hexagon LIVE.

I've broken down the estimated cost for me to attend and would like to request budget approval to register for this event.

Registration: \$ [Insert prevailing rate]

Airfare/Transportation: \$

Hotel: \$

Meals and expenses: \$ (breakfast, lunches and some dinners covered as part of registration)

Total Estimated Cost: \$

After returning from the conference, I'll submit a recap of the event that will include an executive summary, major takeaways and recommendations that will benefit our team.

Thank you for considering my request. Please let me know if you have any questions.

Sincerely,

[Insert name here]