

[Your manager's name],

To get fresh inspiration for my role as [your job title] and stay on top of the latest trends and best practices in [experience specialty, e.g. EX, CX, contact center], **I'm asking for your approval to attend [Experience 25](#).**

The event, hosted by Medallia, is a gathering of customer and employee experience professionals in Las Vegas, NV, from March 24 - 26, 2025. Here's why it'd be beneficial for [your company name] to invest in this event.

- I'll be able to network, brainstorm, and learn from 2,000+ experience professionals from more than 1,000 brands.
- Inspiring keynotes will reignite my passion and dedication to [experience specialty, e.g. EX, CX, contact center].
- The event provides a wide variety of content that runs the gamut of the experience industry, and I'll walk away with practical guidance on AI, building loyal customers, and more.
- If we can swing it, I can also attend training to advance my level of understanding in key CX practice areas.

Travel	#[travel cost]
Hotel	\$930 (excl. taxes + fees)
Conference Ticket	\$995 (through Oct. 31) \$1,195 (Nov. 1 - Jan. 31) \$1,495 (Feb. 1 - Mar. 26)
Total	#[total]

Here's a breakdown of the approximate cost to attend. Registration is discounted if I register before January 31st — even more so if I can register before October 31st. Plus, they've secured a discounted rate at the Wynn through February 19th, 2025.

I'd love to take advantage of these rates before it's too late. I'm excited to learn, chat with our peers, and bring back action items to help maximize our [experience specialty, e.g. EX, CX, contact center] program.

You can get a feel for what Experience is all about in this [recap video from Experience 24](#). I'm eager to hear what you think! Maybe we could even send the whole team — group discounts are available.

Thanks for your consideration,
[your name]