

Subject: Request to Attend AI Summit Belize 2026

Hi [Manager's Name],

I hope you're doing well. I'd like to request approval to attend the upcoming AI Summit Belize on April 30, 2026.

This event focuses on practical applications of artificial intelligence in business, including automation, marketing optimization, and operational efficiency. I believe attending will allow me to bring back valuable insights and tools that can help improve our workflows and overall performance.

After the event, I will provide a summary of key takeaways and recommendations that we can implement within our team.

Please let me know if you'd be open to supporting my attendance. I'm happy to share more details about the agenda and expected outcomes.

Thank you for considering.

Best regards,

[Your Name]