

[Please copy this template and adapt it to your role and interests.]

Subject: Request for approval to attend Lenny & Friends Summit

Hi [your manager's name],

I'm writing to request your approval to attend Lenny & Friends Summit on Thursday, September 10 in San Francisco, CA. As a [your role] at [your company], I believe this could be a valuable opportunity to strengthen my skills, gain practical insights, and bring back ideas that support our work on [specific project or initiative].

I'm particularly interested in the following areas:

- **AI product strategy:** I'll gain insights that can inform our current product work in the AI era.
- **Curated roundtables:** Through small-group roundtable discussions on topics related to my role, I'll bring back new ideas and strategies to apply here at [your company].
- **Product role evolution:** I'll hear new perspectives on how the product role is changing and what that means for our team and work.
- **Peer insights:** I'll have the opportunity to connect with 1,000+ senior product and growth leaders.

Attendance is limited and application-based, which makes this a selective event with a strong concentration of senior leaders. I'm confident the insights I gain will provide direct impact to our team, especially around [specific benefit, e.g., product strategy, growth in the AI era, product role and team operations, etc.].

The estimated costs of attending the conference are as follows: [Please update as needed.]

- **Registration fee:** \$1,000
- **Travel [domestic or international round-trip airfare]:** [Add an estimate based on your location.]
- **Accommodation [1–2 nights]:** [Add an estimate based on number of nights using an average of \$400 per night.]
- **Meals and incidentals:** [Add an estimate based on your company T&E policy.]

Total estimated cost:

After the summit, I'll schedule time with the team to share key takeaways and suggest ways to apply what I learned to our projects. I'm confident the knowledge and connections I gain at Lenny & Friends Summit will be valuable to our team and organization.

Thank you for considering my request. I look forward to your response.

[Your name]

[Your position]

[Your contact information]