**To:** <Manager/Department head’s name>

**From:** <Your name>

**Subject:** **Request to Attend PTC LiveWorx 2023**

I’m requesting your approval to attend [**LiveWorx**](https://www.liveworx.com/) in Boston from May 15-18, 2023.

The definitive event for digital transformation offers a year’s worth of knowledge and skill-building content in less than a week. Leading companies will have experts on-hand to assist with our tech-related challenges and showcase their demos & solutions.

This will help enhance my professional expertise, so we can out-pace our competition. I plan to accelerate my skill set and bring back new ideas to teach our team how to drive value and transform our business.

**HOW LIVEWORX CAN HELP OUR TEAM:**

* **I will learn the most strategic “how-to” tips** – 200+ breakouts covering critical industry topics will build my knowledge and educate me on best practices. This event offers cutting-edge use cases, live demonstrations, and deep-dive technical lectures that are directly related to our department’s goals.
* **Training and onsite certification** – I have access to FREE hands-on training sessions that will teach me the ins and outs of how to use PTC products and provide a window into product enhancements and the latest technology updates on [Insert product names].
* **My gains are the team’s gains** – I will share speaker presentations and bring back actionable advice, enhancing the value of our group and putting us on the fast track to success.
* **New product announcements** – I’ll bring back lots of information to help us decide when/if we should invest in new technology, and how to take the next steps.
* **Networking with peers, customers, and potential new clients** – I can strengthen our industry connections and meet with the world’s top thought leaders, data scientists, manufacturers, engineers, inventors, business leaders, product designers, and more. There are 7,000+ attendees at LiveWorx.
* **Inspiration** – Main stage keynotes offer a perfect mix of industry luminaries as well as thought leaders that will challenge me to think outside of the box and find inspiration in unconventional places.

**COST BREAKDOWN:**

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| All-Access Pass-4 Days (**Lowest rate of the year;** **retail price is $1395**) | $995 |
| Round Trip Taxi to/from Airport | $50 |
| Hotel $245 Plus Tax (Average of 4 Nights) | $1195 |
| Meals (most are included in the package price) | $70 |
| Airfare | $500 |
| **Total** | **$2,810** |

When I return, I’ll submit a formal report that summarizes the major concepts and action items, and will share all presentation materials for the sessions I attended. LiveWorx is a sound investment and will add long-term value to our department. I’d like to register before costs go up; please let me know if you have any questions regarding my request.

Sincerely,

<Insert your name here>