Dear <Manager Name>,

I would like to attend the Collaborative Robots & Advanced Vision Conference which features two in-depth, leading-edge topics in automation today. The event is taking place November 15-16 in San Jose, California.

This conference promises to be a great learning experience by letting me attend talks from two innovative tracks that concentrate on the newest trends in robotics and advanced vision. I will meet expert advisors, leading suppliers, and network with other technology users.

The conference registration fee is $\_\_\_\_\_ and it includes access to all sessions, speakers, exhibits, meals, and ample networking opportunities. Here is the approximate cost of my attendance:

Airfare:   
Transportation:   
Hotel:

Meals (most are included):  
Conference Registration:

**Total:**

I hope you’ll agree that my attendance would be a good investment. The contacts I’ll make and the knowledge I’ll gain will help us maximize our use of these technologies and implement new strategies that will positively impact our business.