Dear <Insert Manager’s Name>,

I’d like to request approval to attend FEI: Front End of Innovation 2025, taking place May 19-21 in Boston. This conference is designed specifically for professionals like me whose roles depend on driving innovation. It focuses on aligning innovation with business strategy and turning big ideas into practical, measurable outcomes.

Unlike other events that simply talk about innovation, FEI is built around action. I’ll have the opportunity to participate in hands-on labs, roundtables, and collaborative sessions that directly address the challenges we’re facing—giving me tools I can bring back and apply right away.

Here are a few reasons I believe attending FEI will be a valuable investment:

1. **Connecting Innovation to Strategy** – I’ll get practical ideas for tying our innovation work more closely to business goals, so we’re not just generating ideas—we’re moving the needle.
2. **Relevant Learning for My Role** – The sessions cover everything from AI to design to leadership, so I can focus on the topics that matter most to what I’m working on right now.
3. **Real Conversations, Not Just Presentations** – FEI’s interactive format means I’ll be able to talk with peers, dig into challenges we’re all facing, and come back with new ways to approach them.

The cost breakout would be:

Conference Pass: $xxx
Transportation: $xxx
Hotel: $xxx
TOTAL $xxx

If approved, I’ll plan to capture and share the most relevant takeaways post-event, including ideas we can implement to support our strategic initiatives and accelerate innovation within our team. I truly believe the insights and connections I’ll gain at FEI will help drive value well beyond the initial investment.

Thank you for considering my request.

Sincerely,