Hi [Manager’s Name],

I would like your approval to attend Incognito Community Exchange (ICE) 2020 in Orlando, Florida from March 23-25, 2020. This two and a half-day event is uniquely focused on broadband services management, specifically residential, with plans to cover new domains like IoT and enterprise.

The event is designed to provide network operations and engineering professionals using Incognito Software solutions with best practices on cutting-edge broadband technology, access to live demos, insights from Incognito product experts, and the opportunity to network and learn from other service providers.

ICE 2020 will feature two conference tracks – a technical track with hands-on sessions and technical overviews, as well as a business track to help network operations and engineering professionals optimize the use of Incognito solutions – with a focus on new areas like IoT and enterprise.

ICE 2018 featured representatives from service providers across six countries—and 2020 will be the same. ICE 2020 will be attended by more than 30 representatives from leading service providers around the globe, with a number of them presenting interesting use cases of Incognito products across multiple access technologies and the results they are achieving.

The following is a breakdown of approximately how much it will cost for me to attend:

* Registration is free of charge for service provider professionals.
* Breakfast, lunch, and dinner meals during the conference will be provided by Incognito.
* In keeping with industry practice for user conferences, and because we are a valued customer, Incognito has offered to host me as their guest if this is within our company policy.
* Otherwise, Incognito has specially negotiated hotel rates starting at USD $239/night for attendees.
* Airfare to and from the conference in Orlando, Florida will cost $[insert cost of flights].

I’m excited for the opportunity to further develop my skills and share key takeaways with the rest of the team. Upon my return, I plan to prepare a post-conference summary which will include a set of recommended actions to further improve our network.

If you would like more information about ICE 2020, you can visit the event website: <https://www.incognito.com/ice-2020/>

Thank you for reviewing this request and I look forward to discussing more with you,

[Your Name]