**Are you trying to convince your manager to let you attend the Alexa Bootcamp coming to your city? If so, customize this email and send to your boss to justify your trip.**

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Dear [Your manager's name],

I'd like to request your permission to attend the Amazon Alexa Bootcamp on **[date]** in **[city]**. By attending this three-day workshop, I will:

* Get the knowledge and tools needed to design, build, publish, and maintain successful Alexa skills
* Acquire pioneering knowledge in the field of voice design
* Meet industry colleagues and stay informed about the latest tools, trends and workflows

In addition to the main curriculum, I'll get the opportunity to network with other professionals, expand my skills and gain exposure to best practices in the industry. All of this makes the Alexa Bootcamp an ideal place to learn, increase our productivity as a company and remain at the forefront of the industry.

The conference is being held Tuesday afternoon through Thursday afternoon so I will only be out of the office for a short period. Here’s an estimated breakdown of costs:

|  |  |
| --- | --- |
| Airfare: | $xx |
| Hotel: (3 nights at xx) | $xx |
| Registration Fee: | $xx |
| Total: | $xx |

After the workshop, I’ll distribute a workshop report that will include an overview, major takeaways, best practice tips, sample code we can use, and a set of recommendations.

Thank you for considering my request to register for this event. I look forward to your reply.

Regards,

[Your name]