**Sample Letter Template for Attending   
deliver:Agile 2019**

Hi [NAME],

I would like your approval to attend the deliver:Agile 2019 Technical Conference presented by Agile Alliance. It will be held in Nashville, TN from April 29 - May 1, 2019.

Of course, I will report back with what I’ve learned. But more than that, I hope to come back with some practical information that will help us right away.

To do that, I’ve set out some goals to pursue while there.

**Goals**

I have chosen 3 main areas to focus on at the conference.

* **Goal/Issue #1** – A quick word on why it’s important to the company.
* **Goal/Issue #2** – A quick word on why it’s important to the company.
* **Goal/Issue #3** – A quick word on why it’s important to the company.

**Agenda**

I have chosen a number of sessions to attend that I feel will directly address the goals I mentioned above.

**Goal/Issue #1**

* Session ABC – This session should help us with 1, 2, and 3.
* Session DEF – This session will hopefully give me new ideas and approaches to the issues of 4, 5, and 6.
* Session GHI – This workshop will give me some good, practical ideas about 3, 5, and 7.

**Goal/Issue #2**

* Session MNO  – This session should help us with 1, 2, and 5.
* Session PQR  – This session will hopefully give me new ideas and approaches to the issues of 3 and 4.

**Goal/Issue #3**

* Session VYX – This session should help us with 1, 2, and 4.
* Session YZ – This session will give me new ideas and approaches to 1, 3, and 5.

**Talking with Experts**

I have also identified a number of experts that I hope to speak with.

* **Expert #1** – This is the presenter of the XYZ Session. I hope to talk to her about the situation we have with XYZ and get her opinion.
* **Expert #2** – This is the presenter of the 123 Session. I would like to ask him more about ABC.
* **Expert #3** – This is the presenter of the DEF Session. I read an interesting blog post she wrote about DEF, and I hope to talk to her about that more.

**About the Conference and Agile Alliance**

The organization behind this conference, Agile Alliance, is a non-profit that was formed by a group of the original Agile Manifesto authors – i.e., the people who launched the whole idea of Agile Software Development itself.

While they hold the largest Agile conference every year, this particular conference is smaller, more hands-on, and much more geared toward a technical audience. Many of the very best Agile experts participate every year.

**Approximate Costs**

I’ve broken down the approximate costs below.

* Conference Registration: $1,295 +$100 for Membership = $1,395
* Hotel Costs: $200 x 3 nights = $600
* Flight: $350
* Taxi to and from Airport: $50
* Meals: $25 x 4 days = $100

**TOTAL: $2,495**

Thank you for taking the time to review this request. If you have any questions, please let me know.

Sincerely,

[NAME]