Hi [Manager's Name],

I'd like your approval to attend **Oracle Public Sector Summit on February 10, 2027, in Washington, DC**. It's an opportunity to learn how organizations in the industry are using data, AI, and other technologies to solve practical challenges—and bring back ideas that support our work on [specific initiative or organizational priority].

Formerly Oracle Federal Forum, the Summit builds on its strong federal focus while expanding to include state and local government, education, public safety, and healthcare, with additional perspectives from critical infrastructure industries. This broader community offers an opportunity to learn from organizations addressing similar challenges in different settings.

My goals for attending are to:

- **Find approaches we can apply.** Learn how peers are using AI and data to improve services, increase efficiency, and advance their missions.
- **Inform our current priorities.** Explore ideas relevant to [specific project or challenge], including lessons that could help us anticipate obstacles and make better-informed decisions.
- **Build useful connections.** Exchange experiences with public sector peers, Oracle experts, and partners who can offer perspectives on the challenges our team is working through.

To extend the value beyond my attendance, I'll share a concise recap with the team within one week, highlighting relevant examples, useful contacts, and two or three recommendations for us to evaluate. I'll connect those recommendations to [initiative or priority] and identify a practical next step.

The estimated cost is [total amount], including [registration, transportation, lodging, and other applicable expenses]. My total time away would be [number of days/hours], and I'll coordinate coverage for my responsibilities in advance.

I believe attending would help us move [specific priority] forward while bringing useful knowledge back to the broader team.

Would you approve my attendance and the associated budget of [amount]?

Thank you for considering my request.

[Your Name]