Dear [Manager's Name],

I am writing to request approval to attend The AI Summit New York, taking place on December 2025, at the Jacob K. Javits Convention Center

As our organization continues to evolve in the AI landscape, this premier event presents an incredible opportunity to enhance both our technical capabilities and strategic positioning. The event – now in its tenth year - brings together 5,000+ attendees and features 100+ global tech companies, making it stand out as one of the most significant AI events in the world, and I think it’s important [Company Name] is represented there.

**Key Benefits for Our Organization:**

* Practical insights into LLMs and agentic AI applications
* Access to advanced AI governance frameworks and implementation strategies
* Opportunities to build relationships with industry leaders facing similar technical challenges

Attending The AI Summit presents a transformative opportunity to benchmark our AI initiatives and elevate our technical decision-making capabilities, ensuring we stay at the forefront of innovation, I would be happy to prepare a detailed post-event report with recommendations for any changes we can implement to improve our current practices.

Given the event's location in New York, there are no additional travel or accommodation costs to consider. The investment would be limited to the ticket fee. I believe the best option would be a [Pass Name], which is [Price].

[If selecting Expo Pass: This pass delivers exceptional value, granting access to The Headliners Stage, the full exhibition, the Creative Industries Stage and the Start-Up & Investor Village.]

[If selecting Delegate Pass: This pass grants me the complete event experience, featuring access to nine premium content stages, including the technical Data Excellence Stage. It would also allow me to explore the exhibition, the Start-Up & Investor Village, and the attendee list through the event app, maximising both my learning and networking opportunities. I would also get complimentary access to the on-demand library, usually $799.]

[If selecting Data Excellence Pass: This pass, only available to those actively employed in data and analytics specific roles, provides access to the Headliners Stage and the Data Excellence Stage. Offering targeted, technical learning opportunities.]

To ensure continuity, I will coordinate with [colleague/team] to cover my responsibilities during my absence. Upon my return, I will circulate the event summary documents, but also commentary on the actionable insights for the team, ensuring that the knowledge gained benefits the entire organization.

Please let me know if you would like to discuss this further or if I can proceed with the registration process. The next price increase is [August 28 / Oct 16 / Dec 9] so I would be keen to book before then.

Best regards,

[Your Name] [Your Title]

**Useful Links**:

* Agenda - https://newyork.theaisummit.com/cyb-agenda
* Speakers - https://newyork.theaisummit.com/cyb-speakers
* Exhibitor List - https://newyork.theaisummit.com/cyb-exhibitors