

Dear ((name of supervisor)),

I have been invited to attend the Spark + AI Summit conference June 22-25 in San Francisco. This 4-day event will give me an opportunity to learn and develop best practices and participate in a wide range of networking opportunities with industry experts and peers.

The conference includes a full two days of training, including certifications, keynote presentations by visionaries and leaders and tracks devoted to our industry vertical so I can gain valuable insights about our business and customers.

Throughout the conference, I can attend sessions that are directly applicable to my work and to ((COMPANY NAME)). Industry experts from leaders like Databricks, CERN, Uber and Microsoft will be on hand to showcase how they are using open-source projects like Apache Spark, Delta Lake and MLflow. I will gain valuable insight into the latest data trends, upcoming product features, and how we can maximize our investment.

I've calculated lodging and travel, which would bring the total registration to ((ESTIMATE COST)). Additionally, I will submit a post-conference report that will include key takeaways and a set of recommended actions to improve our data efficiency and how to use Apache Spark at ((COMPANY NAME)).

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

Regards,
((YOUR NAME))