

[Date]

Dear \_\_\_\_\_,

I would like to attend the International Technology Law Association (ITechLaw) 2024 European Conference in Munich, 30 October – 1 November 2024. ITechLaw is the leading global organization for legal professionals focused on technology and law, and the conference offers exceptional networking and educational opportunities.

The European Conference attracts attendees from over 40 countries. Attendees include practicing attorneys, in-house counsel from leading companies, university researchers/professors, and more. ITechLaw's surveys indicate 100% of the attendees would recommend the conference to a colleague and 98% of attendees found the conference to be a good use of their time. Speakers at this conference are technology law leaders and will discuss topics on data protection, global compliance, emerging trends, and cyber issues. A few of the key reasons for me to go:

- **Keeping abreast of current and developing legal issues.** With world-class speakers on technology and law, I'll learn the very latest on emerging issues and will have access to thought leaders.
- **Making valuable connections.** The perspective I'll gain from talking to others with this specialty will help me perform better and be better informed when providing advice and guidance.
- **Sharing insights with co-workers.** I can bring back what I learn and educate others.
- **Developing and implementing new knowledge and skills.** I hope to focus on finding solutions or best practices that could best benefit these core areas: [add project or initiative], [add project or initiative] and [add project or initiative].

After reviewing the program, I've identified these sessions that will help me gain a deeper understanding of particular key issues to my practice [and the company/firm]:

- [Add session]
- [Add session]
- [Add session]

[Optional. If appropriate] I've broken down the approximate costs of my attendance:

Conference:	\$ [change if you decide not to attend the gala or get the discount for early registration]
Airfare:	\$xxx
Hotel:	\$xxx
<b>Total:</b>	<b>\$xxx</b>

ITechLaw has negotiated a discounted rate at The Westin Grand Munich. If I book my hotel room early enough, I can secure this discounted price within the block.

After attending, I'll gladly share what I've learned with my colleagues and key personnel and will help identify how we can implement the best practices, skills, and ideas I return with. Thank you for considering my request. I look forward to your reply.

Regards,

[Your Name]