**[Email subject]** Requesting approval to attend AECC’s All Member Meeting

**[Email body]** *[replace the underlined text with your information]*

Dear SUPERVISOR NAME,

I’d like to represent our organization at the AECC All Member Meeting and am asking for your approval. The event will take place in Berlin, Germany from 22-24 October and registration is now open.

There is no registration fee, however, I would be grateful if the organization could cover the travel costs as well as my hotel stay.

Attending an in-person event creates many invaluable opportunities that don’t exist with online attendance. I’ll be able to network with people face-to-face and:

* Expand our professional network.
* Stay updated on what’s coming up for our industry.
* Gain valuable insights.

I'm looking forward to great discussions and interactive sessions with top players in the industry including Toyota, Ericsson, KDDI, DENSO, Oracle and others. Attending this event allows me to participate in AECC’s ground-breaking Proof of Concept program, which highlights AECC’s real-world viability, and collaborate on the use cases and technical documentation that will inform the next generation of distributed multilayered computing architecture and mobile networks.

Thank you for considering this request, and please feel free to reach out to me with any questions you may have.

Best regards,

[YOUR NAME/TITLE/DEPARTMENT]