**Subject Line:** Professional Development Request – SAFe Summit & AI Symposium

Dear [Manager’s Name],

I’d like to request approval to attend the **2025 SAFe Summit Denver and AI Symposium**, taking place September 8–11 at the Gaylord Rockies Convention Center in Colorado. This event offers a unique opportunity to build expertise in both **Agile at scale** and the **practical use of AI in the workplace**.

**About the Event**

The **SAFe Summit** is the leading conference for SAFe practitioners—featuring role-based sessions, expert keynotes, customer stories, and hands-on learning focused on scaling Agile practices.

**New in 2025**, the **AI Symposium** offers a full day of non-SAFe-specific AI content. Attendees can choose AI sessions, traditional SAFe content, or a mix of both. The event also includes a **2-day AI-Native Certification Course** (Wed–Thurs) at no extra cost, offering a deep dive into current AI tools and productivity techniques.

**Highlights**

* Keynotes from SAFe leaders and industry experts (e.g., World Bank case study)
* Role-specific breakout tracks and customer-led sessions
* Interactive networking: roundtables, coaching stations, and Partner Marketplace
* Optional post-conference workshops for deeper SAFe training [Include workshop name]

**Benefits**

Attending will help me:

* Gain insights and real-world solutions to improve Agile execution and outcomes
* Learn practical ways to apply AI tools to increase efficiency
* Build vendor relationships and evaluate tools relevant to our work
* Share takeaways and actionable ideas with the team post-event

**Estimated Cost**

* Registration: $[XX]
* Transportation: $[XX]
* Hotel: $[XX]
* Meals: Included

**Total:** $[XXX]

This is a strategic investment in skills, innovation, and team performance—especially valuable as we navigate a complex business environment. Thank you for considering my request. I’m happy to provide additional details if needed.

Sincerely,  
[Your Name]