**Subject Line:** Professional Development Request

Dear *[Manager’s Name]*,

I am requesting approval to attend the 2025 SAFe Summit Sorrento, 07-10 April in Sorrento, Italy.

**About the SAFe Summit**

The SAFe Summit is the premier conference for SAFe practitioners - offering insights, training, and networking opportunities to enhance your organization’s Agile maturity. The Summit brings together experts, thought leaders, and practitioners to share actionable ideas, and attracts professionals across all roles, including Release Train Engineers, product managers, Agile coaches, and executives.

**Educational Program Highlights**

The 2025 SAFe Summit Sorrento offers an exceptional lineup of keynotes, interactive sessions, and workshops designed to address real-world challenges in scaling Agile. Agenda highlights:

* **Keynotes** by industry experts, including SAFe Chief Methodologist Andrew Sales
* **Breakout Tracks** tailored to roles and challenges, including customer stories from Coca Cola, Renault, Amadeus, Vodafone, and many more.
* **Partner Marketplace, Birds of a Feather Roundtables, SAFe Experts Coaching Station**
* **Training Opportunities** after the conference to deepen SAFe expertise. *[Include specific workshop you’d like to attend.]*

**Unique Opportunities for Networking and Growth**

This Summit provides invaluable opportunities to connect with SAFe practitioners, learn from peer experiences, and explore vendor solutions in the Partner Marketplace exhibit hall. These interactions will allow me to share and learn best practices, build meaningful relationships, and bring fresh ideas to our team.

**Cost Estimate**

Conference Registration: €[XX]

Transportation: €[XX]

Hotel: €[XX]

Meals: Included in registration fee

Total Estimated Cost: €[XXX]

**Return on Investment**

Attending the SAFe Summit provides:

* **Enhanced Skills and Knowledge:** Insights from industry leaders and actionable strategies for improving our Agile practices.
* **Real-World Solutions:** Exposure to customer stories and best practices we can implement immediately.
* **Vendor Connections:** Opportunities to evaluate tools and services that could benefit our operations.
* **Increased Team Value:** I will compile a post-conference report summarizing key takeaways, recommendations, and ideas to share with the team.

My goal is to gather ideas to improve our results, especially considering our current economic conditions. This investment will enable me to support our SAFe initiatives better, drive business results, and contribute to our organizational goals. As you know, companies employing Agile techniques, especially SAFe, are more successful than those who are not.

Thank you for considering this request. Please let me know if you need additional information.

Sincerely,

[Your Name]