**Clarivate Ignite 2024 San Diego – Convince Your Boss Letter**

To: [Insert first name]

Subject Line: Request to attend Clarivate Ignite 2024 in San Diego

Hi [First name],

I’d like to request your approval to attend Clarivate Ignite 2024 in San Diego from June 23-26, 2024. Clarivate Ignite is an IP user conference for [insert your software]. The conference provides an invaluable opportunity for me to learn how to maximize [insert your software] by learning about the latest features. I’ll also hear how super users leverage the tool and have a chance to provide Clarivate with feedback on what I’d like to see improved.

The conference provides three days of IP content including panel discussions with industry leaders, hours of product-specific workshops, drop-in 1:1 software support and networking opportunities.

Attending Clarivate Ignite will help me:

* Improve how my team and I use Clarivate software
* [add project or goal here]
* [add project or goal here]

Here is an approximate breakdown of the conference costs:

* Airfare: [insert cost]
* Round-trip transportation between hotel and airport: $30
* Hotel: $299+tax per night
* Full conference registration fee: starting at $1,199
* Total: [insert total]

Thank you,

[Insert Name/Signature here]