**Clarivate Ignite 2025 Lisbon – Convince Your Boss Letter**

To: [Insert first name]

Subject Line: Request to attend Clarivate Ignite 2025 in Lisbon

Hi [First name],

I’d like to request your approval to attend Clarivate Ignite 2025 in Lisbon, Portugal from October 12-14, 2025.

Clarivate Ignite is an IP 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 2.5 days of product education, workshops, 1:1 software support and networking opportunities.

Attending Clarivate Ignite will help me:

* Improve how my team and I use [insert your software]
* Solve common IP challenges that our teams face
* Develop further as an IP professional

Here is an approximate breakdown of the conference costs:

* Airfare: [insert cost]
* Hotel: €295 per night
* Full conference registration fee: starting at €995
* Total: [insert total]

Thank you,

 [Insert Name/Signature here]