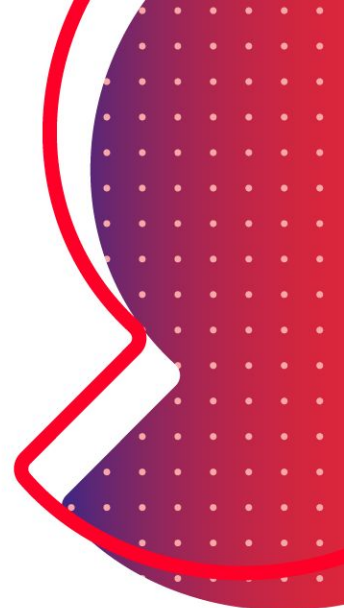




Atlanta, GA  
May 11-14, 2026



# Red Hat Summit 2026

Dear [your manager's name],

I am seeking your approval to attend Red Hat® Summit 2026, happening May 11-14 in Atlanta, Georgia. I expect to learn a lot during the week by attending sessions and connecting with Red Hat experts.

Participating in this conference will help me:

- Become more proficient in Red Hat products like Red Hat Ansible® Automation, Red Hat Enterprise Linux®, Red Hat AI, and Red Hat OpenShift®.
- Apply technical best practices on topics such as cloud architecture, continuous deployment, large-scale migrations, and artificial intelligence and machine learning.
- Gain valuable experience through instructor-led and hands-on labs, lightning talks, and breakout sessions, which I can apply to my role.

Here's a breakdown of estimated costs:

- Airfare estimate: [insert cost]
- Hotel (X nights at the discounted conference rate): [insert nightly cost] per night, amounting to [insert total cost] plus taxes and fees
- Event registration fee: [insert cost]
- Estimated total: [insert cost]

Additional cost savings are available if we send 3 or more team members and register together.

After the conference, I'll circulate a report with a summary of what I learned and how it could benefit our company.

Thank you for considering my request to attend Red Hat Summit.

[your name]



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