**Subject: Request to Attend Xchange 2024 Conference**

Dear [Manager’s Name],

I would like to request permission to attend the Xchange 2024 User and Partner Conference on November 6 and 7. This year's theme, "Upgrade to Innovate," aligns closely with our department’s goals of modernising our industrial operations and leveraging technology to improve efficiency and productivity.

I believe that attending this conference will provide invaluable opportunities to:

* **Gain hands-on experience** with the latest AVEVA Operations Control Edge and Supervisory software through interactive workshops and labs
* **Learn about best practices** for designing secure and resilient OT systems.
* **Network with industry peers** and experts, potentially leading to new collaborations and solutions
* **Stay up-to-date** on the latest industry trends and technologies

The conference agenda includes sessions on topics directly relevant to our current projects and challenges, such as:

* Modernising legacy systems without a complete overhaul
* Transforming data into actionable insights
* Building robust cyber security into our systems

I am confident the knowledge and insights gained from attending this conference will contribute significantly to [Specific department or project goals].

I have attached the conference agenda for your review. I would be happy to discuss this request further at your earliest convenience.

Thank you for considering my request.

Sincerely, [Your Name] [Your Position]