**Subject:** Request for Approval to Attend ARK Law Firm Libraries 2024

Hi [Boss's Name],

I’d like to request your approval to attend the [ARK Law Firm Libraries 2024](https://www.lawfirmlibraries.com/) event in Brooklyn, New York from November 6-7, 2024. As the premier in-person event dedicated exclusively to law firm libraries, it gathers 100+ legal librarians and industry leaders for crucial insights and valuable networking opportunities. Here’s why I believe attending is a worthwhile investment:

**Key Benefits:**

* **Expert Insights:** Gain valuable strategies on tackling rising costs, librarian shortages, and generative AI challenges.
* **Comprehensive Learning:** The registration includes breakfast, lunch, and reception appetizers, as well as access to all sessions led by industry specialists
* **Networking Opportunities:** Connect with peers and industry leaders in a collaborative, intimate environment for idea exchange and benchmarking.
* **Vendor Solutions:** Explore solutions from companies specializing in legal research databases, library management software, and other relevant technologies that could benefit our practice.

**Cost Breakdown:**

* **Travel**: Estimated flight cost is XXX.
* **Hotel**: $335 per night for 2 nights ($670 total, excluding taxes)
* **Transportation**: Uber to and from LaGuardia airport is ~$50 each way
* **Total Cost**: [Include registration, hotel, transportation, and any other relevant expenses]

I would be out of the office for two days, but the return on investment in terms of actionable insights and strategies would be significant. Attending will equip me with knowledge that can directly impact our library strategy moving forward.

Please let me know if you need any additional details. Thank you for considering my request!

Best regards,

[Your Name]