Hi [insert name here],

I’d like to discuss attending the 2025 SXSW Conference and Festivals from March [enter dates here] in Austin, Texas.

Thousands of global creatives come together at SXSW for nine days of discovery, learning, and networking across the tech, film & tv, and music industries.

A SXSW [Platinum, Interactive, Film & TV, Music] Badge will give me access to

[remove those which don’t apply]:

* Insightful Keynotes and Featured Sessions from industry experts
* In-depth panels covering a wide range of topics across 24 tracks
* Mentor Sessions offering one-on-one coaching by industry professionals
* Networking opportunities to establish meaningful and lasting connections
* Workshops aimed at fostering professional skill enhancement
* Countless opportunities to discover “what’s next”

Attending SXSW will aid my professional growth, and I will be able to share valuable takeaways and insights with our entire team. The Conference tracks that I’m specifically interested in are:

* [Track 1]
* [Track 2]
* [Track 3]

I have estimated how much attendance costs:

* Travel: [Cost of Airfare/Travel]
* Lodging: [Cost of Hotel]
* Event Registration: [Cost for Badge]

If I register now, I can save the company money off the walk-up rate and have access to

the best available hotel rates. SXSW also offers Group Registration rates for teams of 10 or more if we send a larger team.

Thank you for considering my request. I look forward to discussing this further.

Sincerely,

[insert name here]