



To: [Manager's Name]
From: [Your Name]
Subject: Request to Attend BoxWorks 2026

Dear [Manager's Name],

I'd like to request approval to attend **BoxWorks 2026** on **November 5-6** in **San Francisco**. This year's theme, **Content + AI: All your content. Any AI agent** focuses on how one secure AI platform helps unlock the power of unstructured data across any tech ecosystem— making unstructured data usable, surfacing insights, while driving efficiency and collaboration.

Why attend:

BoxWorks brings together the brightest minds in AI innovation, customers, and partners to showcase how companies are using **Box and Box AI** to fuel real AI outcomes. Key takeaways include:

- **Hands-on learning** through keynotes, demos, and partner-led sessions.
- **Real-world insights** from companies developing AI-driven content strategies.
- **First look** at Box product innovations that could directly impact how we work.

Estimated Cost Breakdown:

- **Airfare:** **[\$[TBD]]**
- **Hotel** (2 nights @ \$429.73 /night incl. taxes & fees): **\$859.45**
- **Early Bird Pricing:** (good through 9/25/26) **\$549.00**
- **Total Estimated Cost:** **[\$[TBD]]**

Attending BoxWorks will deepen my knowledge of Box's AI roadmap and best practices, while also providing strategic value I can bring back to our team. I'm happy to share a post-event summary with key takeaways and applicable insights.

You can learn more about the event [here](#).

Thank you for your consideration!

Best regards,
[Your Name]