**Attendee Justification Letter – AI Workshop**

**Subject:** Quick Request: AI Workshop in [Location]

Hi [Boss’s Name],

I wanted to see if I could attend an in-person AI workshop hosted by Sugar on **[insert date] in [insert location]**.

It’s part of their *Smarter Business Starts Here* series, a hands-on session focused on how teams are actually using AI in their day-to-day work. It’s not a product demo or a pitch, it’s more about learning what’s real, what’s working, and how to start building a plan that makes sense for our team.

They’ll cover things like:

* What’s hype vs. what’s actually helping
* Lessons from other professionals using AI in practical ways
* How to identify blockers and build an AI-readiness plan

**You’re also invited**, by the way. The event is designed for exec sponsors to join as well, since getting alignment is such a big part of making AI work. I think it’d be great if we could go together, if your schedule allows.

There’s no fee to attend, just travel and hotel. I think it’ll help us think more strategically about how we use AI (both now and in the future), and I’d love the opportunity to learn from others who are further along.

Thanks for considering it,   
[Your Name]