Dear <Insert Manager’s Name>,

I would like your approval to attend the Vermont Systems 2022 Symposium this fall and I’m writing now so that it might be included in early budgeting considerations.

Because our use of RecTrac is so critical to our daily operations, I think it’s important that we know and understand everything that the program has to offer. There is no better place to learn the capabilities and all the system has to offer than at this conference, where I’ll be able to:

* Ask questions and get answers from the actual developers of the software on the current and future capabilities of the program
* Meet and collaborate with peers to better understand industry-wide issues
* Level-up my individual capabilities within the program
* Bring back knowledge and resources to help everyone in our organization be stronger users.

As conferences and learning go, this is one of the most reasonable investments out there.

The associated cost would be:

Pass: $xxx

Transportation: $xxx

Hotel: $xxx

TOTAL $xxx

Again, when I return, I will share key takeaways, including those that we can implement immediately. I know we’ll quickly recoup the investment you’ll be making by approving this request. My one concern is that capacity is capped to ensure personalization and attention during the event. Historically, the event has sold out very quickly. I appreciate your immediate attention to my request, so that when registration is open that we can act quickly to reserve our place.

Thank you,

<your name>