To:

From:

Subject: Attendance to the Xcelerate19 conference

I’m writing to ask for approval to attend the Xcelerate19 conference on November 12 -14, 2019 in Fort Myers, Florida.

Xcelerate19 is the source for maintenance and reliability training, innovation and education. At Xcelerate, I’ll have the once-a-year opportunity to attend dozens of sessions on CMMS training, the reliability journey, maintenance strategies, and IIoT and data integration.

In particular, if I am able to attend this training event, here are some projects that I think will benefit:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

Here’s an approximate breakdown of costs:

|  |  |
| --- | --- |
| **Registration Fee** | $1,395.00 |
| **Airfare** | $XXX |
| **Ground Transportation** | $XXX |
| **Hotel** | $164/night+ taxes & resort fee of $10/day |

The sooner I can register, the more money we will save on travel and registration costs. I’d also like to note that the registration fee includes two full days of education, breakfast, lunch and cocktail/dinner receptions throughout those two days.

Following the training event, I will be happy to put together a summary of major takeaways, tips, and recommendations to share with you and other key personnel to demonstrate the value of what I learned.

Thank you for considering my request and I look forward to your response.

Sincerely,